



**Graduate School**  
UNIVERSITY *of* ALASKA ANCHORAGE

# THESIS FORMATTING HANDBOOK

**For UAA graduate students  
preparing a  
Master's Thesis or Doctoral Dissertation**

Reviewed and revised by the Graduate School  
2020-2021

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Use the same font size  
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font for the title.

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By

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Type your full name (as will  
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last prior or highest degree. Use  
degree initials (B.A., B.S., etc.)  
for your last degree.

A Thesis [Dissertation] Submitted in Partial Fulfillment of the Requirements

USE THE SAME 1" TOP AND  
BOTTOM MARGINS AS  
REQUIRED IN THE THESIS  
TEXT

for the Degree of

NAME OF DEGREE

in

e.g., Civil Engineering,  
Clinical Psychology,  
Anthropology, etc.

Program

MASTER OF SCIENCE,  
MASTER OF ARTS,  
DOCTOR OF PHILOSOPHY,  
etc.

University of Alaska Anchorage

[May/August/December year]

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Mary Jo Finney, Ph.D., Dean  
*Graduate School*

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## **Abstract**

This manual was created to help UAA graduate students properly format their thesis or dissertation for submission to the Graduate School. Outlined in the following pages are guidelines for both the monograph and manuscript formats and examples to help the reader understand what is needed to have a properly formatted paper. We have found that students who used the Thesis Formatting Handbook, the Thesis Formatting Checklist, and the Title Page template are better prepared and have fewer formatting errors than students who do not. If there are any questions regarding the information provided in this handbook or on the Graduate School Thesis website, please contact the Graduate School directly for clarification.

Please consult the UAA Graduate School if formatting issues arise that are inconsistent. We gratefully acknowledge the UAF Graduate School staff for their work, verbiage, guidance, and formatting ideas for this edition of the UAA handbook.



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## Chapter 1 Guidelines for the Preparation of Your Thesis or Dissertation

### 1.1 Who Writes a Thesis or Dissertation?

A thesis is required in some Master's degree programs as indicated under specific degree program. Other Master's program have thesis or project options. A dissertation is required of every candidate for the Ph.D. program.

Hereafter, the words thesis or dissertation are referred to as "thesis". The adjectives Ph.D., doctoral, and Master's, e.g., MS/MA/MFA, are used as needed.

### 1.2 Determining Format Style

Your thesis must be formatted in either monograph style according to the guidelines in Chapters 1 and 3, or in the manuscript style using the guidelines in Chapter 1 and 4. Discuss with your committee which thesis style is best for you. **Note: A single-chapter article in a thesis, regardless of discipline, must be formatted as a monograph (Chapter 3) and not in manuscript format.** You are cautioned to strictly adhere to the instructions given here for preparation of your thesis, including issues of type style, font size, line spacing, page arrangement, minimum margins, pagination, neatness, and spelling. For matters not discussed in this handbook, refer to the approved style guides of your field or journal (if using the manuscript format). In those situations where a specific manual conflicts with this Thesis Formatting Handbook, UAA requirements take precedence, unless written approval for an exception is secured in advance by the Graduate School.

You are advised to use the most current UAA Thesis Formatting Handbook as your primary guide in establishing the format of your thesis. **Do NOT use prior theses as your definitive guide** as formatting requirements change and not all older theses followed the required format

#### 1.2.1 Monograph

The monograph style has chapters that address specific areas of your research (e.g., Literature Review, Methods, Results, Discussion, References, etc.) and has one abstract, one introduction, and one conclusion.

#### 1.2.2 Manuscript

The manuscript style has individual chapters that are stand-alone documents. For example, articles that you have written, submitted, or prepared for submission for journals are included in their entirety

as a single chapter (i.e., each chapter has its own abstract, introduction, conclusion and references). This style requires a General Introduction and a General Conclusion that ties the chapters together.

*You must be the first author or sole author on all articles that are to be included in your thesis.* If you are a second or contributing author on an article, then it can be included as an appendix to the thesis.

### 1.3 Margins

**All margins must be 1” on all sides.** You must conform to these margins throughout the thesis for text, figures, tables and appendices.

### 1.4 Page Numbering

No page number appears on the Title Page, although the Title Page is included in the Table of Contents as page i. A blank page is inserted after the Title Page and after the Abstract. Lower-case Roman numerals are used to number all preliminary pages from the Abstract (page iii) onward. Arabic numerals are used beginning with the first page of the text. The exception are theses submitted from the Creative Writing and Literary Arts program where roman numerals are used for the preliminary pages and thesis pages. Arabic numbers are used at the beginning of the creative work.

Pages are numbered consecutively throughout the thesis. Page numbers are centered at the bottom of the each page in the footer, 3/4” from the bottom of the page, with the text going to the bottom margin of 1”. This includes pages with a landscape format (e.g., figures and tables). Page numbers remain in these positions and retain the original orientation throughout the thesis. Blank pages in the body of the thesis should have a page number and are counted in the total number of pages.

### 1.5 Division of Text into Chapters or Major Sections

When dividing your thesis into chapters or major sections, each must begin on a new right-sided (odd-numbered) page to allow for double-sided printing. This includes all preliminary sections (Title Page, Abstract, etc.). Sections and sub-sections (of any level) within chapters do not start on new pages. You must insert a blank page prior to the beginning of a new chapter or major section to insure that the new section or chapter begins on the right side.

### 1.6 Spelling, Punctuation, and Neatness

Your thesis is viewed as a finished product that represents one indicator of your overall ability, it

must be correct in spelling and punctuation, neat in form, consistent in all matters. “Consistent in all matters” includes (but is not limited to):

- Use of the same font throughout the text
- Use of consistent fonts, styles, and capitalization on headings and subheadings throughout
- Use of consistent formats for text references and reference lists throughout (for monograph format) or within chapters (for manuscript format).

### 1.7 Respecting Copyright

You, as the author, and any co-authors of included papers are fully responsible for the use of copyrighted materials in the thesis. Written permission must be obtained for the inclusion of any copyrighted material within the thesis. For information on copyright law and permissions, see <http://fairuse.stanford.edu>. Note that copyright applies to nearly all published materials and to most information, illustrations, and photos available through the Internet, whether or not there is explicit statement of copyright. The only common exception is material on some U.S. government agency website may not be copyrighted. However, the source of such non-copyrighted materials must be acknowledged in the manner used for other references.

### 1.8 Line Spacing, Font Size

The thesis must be either one-and-one-half-spaced or double-spaced consistently throughout. Check with your committee as some style guides require double-spacing. If one-and-one-half-spaced is selected, then double-spaced cannot be used anywhere except the title on the Title Page. Any simple, non-script font may be used, and this same font is used throughout the thesis including the page numbers. The font size must be consistently 10, 11, or 12 consistently throughout. Any exceptions to the requirements of this section are discussed later in this Handbook.

### 1.9 Preliminary Pages

Preliminary pages have all lower case Roman numerals.

#### 1.9.1 Title Page

The Title Page is page i of the thesis, but a page number does NOT appear on the page. A sample Title Page in the required format is illustrated on page iii of this handbook. Note that the Name of Degree is not the particular emphasis, but the name of the general degree, e.g., Master of Science, Master of Arts, Doctor of Philosophy, etc.

Also, note that the date of the degree must be month and year that degrees will be awarded with no comma between the month and year. UAA only technically awards degrees in May, August, and December of each year so one of the months must be listed on the Title Page. No other dates are acceptable.

Care must be taken in selecting a title that is concise and yet contains enough information to indicate the scope of work. Avoid using acronyms or abbreviations in titles, unless they are commonly understood such as DNA. It is also acceptable to use an acronym or abbreviation if it is widely recognized than the written-out version, e.g., MODIS sensor.

The location will always be Anchorage, Alaska even if you have spent your entire academic career away from Anchorage. Your degree is awarded from the University of Alaska Anchorage (no comma between Alaska and Anchorage).

### 1.9.2 Abstract

You are urged to take great care in the preparation of the abstract because this summary of your work is the most read part of the thesis. The abstract should make the reader want access the full document. Your abstract should succinctly address the following:

- What topic and/or problem was addressed and why the work was undertaken?
- What was done generally, not specifically?
- What were the results, general trends, or the most important findings?
- What was concluded and the implications of the results?

No citations are allowed in the abstract. Avoid using abbreviations and acronyms in the abstract. If you must use abbreviations or acronyms, they must be commonly known, such as USA or DNA.

There is no limit to the length of the abstract, but it is recommended for ease of online discovery, that you limit the length to no more than 350 words or two pages. Typically, a well-written abstract is no more than one page.

### 1.9.3 Table of Contents

The title block “Table of Contents” must appear at the upper margin of the first page and be centered. The title block is not repeated on any subsequent pages. Dotted leaders (not periods) should be used between headings and page numbers. The word



“Page” must be typed above the listing of the page numbers on the first page of the Table of Contents.

The Table of Contents lists all chapters and sections (at all levels) from the main body of the thesis. Distinct sections must have section headings. Specifically, the list must contain all chapter and section numbers (if used), their titles, and the page numbers on which they begin. Each title in the Table of Contents must exactly match the title in the text. The Table of Contents is spaced in the same manner as the text.

To assist in organizing the thesis, you may wish to number the chapters as Chapter 1 (or One), Chapter 2 (or Two), etc. or simply as 1, 2, etc. You may then order the first sections as 1.1, 1.2, etc., the second order sections by 1.1.1, 1.1.2. etc., and so on for additionally lower levels of headings. If this, or some other scheme is adopted, figures, tables, and other materials must follow the same protocol (e.g., Table 1.1, Table 1.2, etc.). Whatever naming scheme you choose, it must be reflected in both the Table of Contents and the body of the text.

Some style guides such as APA, do not allow numbering of sections. The level heading format indicates the sections and subsections.

If there is only one Appendix, list it in the Table of Contents after References and without its title. If there are multiple Appendices, list only Appendices and the initial page number. Appendices with their titles and page number are given in the List of Appendices.

#### 1.9.4 List of Figures

The title block “List of Figures” must appear at the upper margin of the page and be centered. The title block is not repeated on any subsequent pages. Dotted leaders should be used between headings and page numbers. The word “Page” must be typed above the listing of page numbers on the first page and any subsequent pages of the List of Figures.

The List of Figures must be on a new, separate page or pages following the Table of Contents and include all figure numbers, titles, and their page numbers in order of appearance in the thesis. Every figure must have a short, comprehensive title that is used on the figure page and in the List of Figures. Typically, this title is simply the first text in the legend (caption), in the same format as the full legend. The objective is that this short title uses only one line in the List of Figures, so a length of 8-10 words is recommended. Titles in the text and in the List of Figures must match exactly.

The List of Figures must be spaced in the same manner as the text. An entry for a title that has a second line is single spaced. The first page number for the List of Figures must be listed in the Table of Contents.

#### 1.9.5 List of Tables

The title block “List of Tables” must appear at the upper margin of the page and be centered (or if on the last page of the List of Figures, one-and-one-half-spaced or double-spaced below its last entry, as used in the text. The title block is not repeated on any subsequent pages.

The List of Tables follows the List of Figures and must include all table numbers, titles, and page numbers in order of appearance in the thesis. If room permits, the List of Tables may be included on the last page of the List of Figures, but cannot then extend to a second page. Dotted leaders should be used between headings and page numbers. Other comments relevant to the List of Figures and its titles apply to the List of Tables, including typing the word “Page” above the page numbers.

#### 1.9.6 List of Appendices

The List of Appendices must include all titles and pages in order of appearance in the thesis. The same general guidelines described for figures and tables apply to this list. If there is only one appendix, this list is not used and the single entry “Appendix”, without a title, is the last entry in the Table of Contents.

#### 1.9.7 Acknowledgments or Preface

This is not a required part of the thesis, although it is traditionally included. This section may be omitted at the discretion of the student and the advisory committee. The preface should include matters as reasons for undertaking the study, its scope and purpose, and acknowledgments (professional, personal, and funding). When only acknowledgments are included, the heading “Acknowledgments” [American spelling, please] should be used instead of “Preface”. Those persons who are acknowledged should be referred to in a consistent manner (names and affiliations are preferred).

## Chapter 2 Thesis Submission Process

### 2.1 Approval Process

Once the thesis has been successfully defended and the post-defense copy prepared, you must circulate the thesis with the Thesis/Dissertation Approval Form for original signatures at all appropriate levels. All members of the graduate advisory/thesis committee sign the Thesis/Dissertation Approval Form first. Your thesis then must be approved and the form signed by the department chair and the dean of your college before it is submitted to the Graduate School. ***We will not review your thesis until we have the Thesis/Dissertation Approval Form on file with the Graduate School office.***

A committee member can be traveling during the critical days after the defense and through the submission date. In that instance, the committee member must indicate approval of the thesis and a timeline for signing the Thesis/Dissertation Approval Form by submitting the completed form with an electronic signature. Although this will satisfy the submission deadline requirement, the Graduate School will not publish the thesis until all signatures are affixed to the approval form. One person cannot sign for another person e.g., John Smith cannot sign for Elizabeth Jones. Docu-signed signatures are allowed.

When the thesis is in final form and has been approved by the college dean, the student must complete the **Electronic Thesis/Dissertation (ETD) Submittal Process**. You must log into <http://www.etadmin.com/> and create an account before uploading their document. After a final review by the Graduate School, you may be asked to make corrections before final approval is granted. After corrections have been made a final copy will need to be submitted through the same website. (Instructions for uploading new copies are including with messages from ETD.) Any printed copies will be your choice and be ordered from ProQuest at when you establish your account, or you may choose another online printing service. UAA Copy and Print Services will print spiral-bound copies only.

Submitting your final thesis or dissertation results in its publication; once you submit it, the University may choose to share or publish it. If you have confidential material, or have a creative component to your thesis, you may request an Embargo for up to two (2) years, which is renewable. (See section 2.7.)

### 2.2 Thesis Grade

The grades given for thesis (699) credits during your program are deferred (DF). All thesis (699) credit grades (DF) will be changed to a letter grade or pass (depending upon program) after the Graduate School approves your thesis and clears you to graduate. You

thesis chair will submit a “Change of Grade” for each credit of DF that you received in the past. Final clearance will only be sent after a student’s thesis has been approved by the Graduate School Dean and all paperwork has been received.

### 2.3 Graduate School Thesis Submission Deadlines

Fall Graduation	December 1
Spring Graduation	April 10
Summer Graduation	July 10

If the deadline falls on a Saturday or Sunday, then the deadline becomes the following Monday for spring or summer semester. For fall semester, the deadline becomes the prior Friday.

### 2.4 Request for an Extension to the Thesis Submission Deadline

Your thesis committee chair must use the Thesis/Dissertation Deadline Extension Request form and email it to the Graduate School requesting the extension on your behalf and outlining the circumstances behind the necessity of the request. The Request form can be found on the Graduate School website under [Thesis/Dissertation Forms](#). Requests directly from students are not accepted. Extensions are made on a first-come/first served basis and not all extensions may be approved.

Requests for extension must be made no later than:

- Fall semester: No extensions are granted for fall semester
- Spring semester: April 1
- Summer semester: July 1

Your department chair and college dean must sign the memo showing that they have acknowledged this request for an extension and they will be available to review your thesis or dissertation in a timely manner so that you meet the extension deadline.

No extensions are granted any time after April 21<sup>st</sup> for spring and July 21<sup>st</sup> for summer, as this does not leave enough time for the Graduate School to review your thesis or dissertation, time for you to make any necessary corrections, and clear you to graduate by the deadline imposed by the Office of the Registrar.

If an extension is granted and you do not make the deadline, you will be required to register and pay for one (1) credit of Extended Registration or one (1) Thesis (699) credit in the semester you do submit your thesis or dissertation to the Graduate School.

### 2.5 Thesis Binding

Hardbound personal or departmental copies may be ordered from ProQuest at the time you set up your account. Spiral bound copies may be ordered from UAA Copy & Print Services. You may also choose other printing/binding services. Reprinting due to formatting errors is not the responsibility of the Graduate School.

## 2.6 Copyrighting the Thesis

You retain the exclusive rights to reproduce, display, adapt, publish, or perform all or any part of your work, provided you are not otherwise precluded from doing so by other contractual agreements.

The university has no overall policy to restrict publication. You should be aware, however, that individual programs or sponsoring organizations might have such a policy. Before applying for a copyright, you should ascertain any restriction imposed by funding sources. Be aware that Title 17 of the Federal copyright law provides additional protection for written materials.

You may formally apply for copyright registration directly to the [U.S. Copyright Office](#), or you can authorize ProQuest to apply for a copyright registration on your behalf. This requires paying an additional fee during the ETD submission process. If copyright registration is intended, the following notice (using your name and current year) must appear as the last line on the Title Page before the committee listing:

© 2019 George R.R. Martin

## 2.7 Delayed Publication (Embargo)

At your request and on the recommendation of your advisory committee, the Dean of the Graduate School may agree to delay publication of your work for up to two (2) years to protect intellectual or other rights. A request for such a delay must be done by completing the embargo request that is part of the ETD submission. *Please print this Embargo request and email to the Graduate School for your file.* Note the embargo on the Thesis/Dissertation Approval Form. All theses from the Creative Writing and Literary Arts program have the Graduate School Dean's blanket approval to embargo their work. Note that embargoing your work may delay printing and binding of copies you have requested from ProQuest.

## 2.8 Delivery of Required Items to the Graduate School (all students)

The Graduate School must receive the following items about the same time and by the posted semester deadline:

- ✓ Digital copy of your post-defense thesis (submitted to ProQuest as a searchable PDF, not a PDF/A)
- ✓ The Thesis/Dissertation Approval Form (replaces former signature page)

## 2.9 Additional Items Required from Doctoral Candidates

Doctoral Candidates must also submit the following items:

- ✓ A 50-word version of your abstract for the Commencement program and Hooding Ceremony script.
- ✓ Email your truncated abstract to the [Graduate School](#) and include the following:
  - Your name (full name including middle initial)
  - Degree and program (e.g., Sigmund Freud, Ph.D. Clinical-Community Psychology)
  - Advisor's full name
  - Your thesis title
- ✓ [Survey of Earned Doctorates \(SED\)](#)
- ✓ A high-resolution photo of yourself submitted for promotional use (optional)

## Chapter 3 Requirements for Thesis Monograph Format

### 3.1 Introduction

The monograph format is familiar as the traditional or monographic thesis style and is used by those who wish to or need to prepare their thesis as a piece of work unified by a single format. This include research, stories, plays, poetry, etc. that are not published in the standard journal format of the technical disciplines. This format does not preclude chapters or sections having been submitted for publication or already published, but the choice is make here to reformat materials to meet the requirements of monograph format. If you are intending to insert papers in to your thesis as a chapter or chapters, that will be submitted for publication, have been submitted for publication, or have been published, and you wish to maintain the format of the submitted manuscript, then please skip this chapter and go to Chapter 4. There is significant duplication of Chapters 3 and 4, but this division of material allows you to focus only on the requirements of the format you have chosen.

**Note: If you have one journal article for your thesis, you must use the monograph format.**

### 3.2 Authorship

A thesis prepared in partial fulfillment of graduate degree requirements must be a student's own work, with co-authorship of work identified in references within the thesis. The University recognizes that graduate research typically involves close working relationships with others, particularly the thesis committee chair. In such instances, you must be the primary contributor and senior author for writing of all materials included in the body of the thesis. A thesis based on the support of others must include a statement in the Introduction or Acknowledgments to the thesis clearly stating who contributed to the research, the writing, and the nature and degree of such contributions. If others have contributed sufficiently to the research and writing so that they are or would be co-authors on any manuscripts submitted for publication, "we" must be used within the thesis. In such instances, "we" must be explicitly defined as a footnote where first used or in the Acknowledgments.

### 3.3 Research Approval

You must consult with your advisor regarding research approval requirements for your thesis. If your thesis requires IACUC, IRB, IBC, etc. approval, then you must include proof of the approval in your thesis/dissertation, usually a copy of the approval letter attached in the appendix and/or mentioned in the Methods section of the body of the thesis. Both are better. All students completing research for a thesis or

dissertation must submit the **Proposed Thesis/Project Topic, Research Compliance, and Committee Form (RCIP)**. Instructions for form completion are on the Graduate School website under FORMS.

### 3.4 Arrangement of Pages

The monograph style thesis must have introduction and conclusion sections. These are titled Introduction and Conclusion(s) if there is more than one conclusion. The titles are required except where other titles are deemed appropriate, such as an MFA thesis comprising a novel. The numerous elements of the thesis must be presented in the sequence listed below. Additional information regarding content and form for each of the elements is included in the subsequent pages.

The sequence is:

#### *Preliminary Pages*

Title Page  
Abstract  
Table of Contents  
List of Figures  
List of Tables  
List of Appendices  
Preface/Acknowledgments  
Dedication (optional)

#### *Main body of the thesis*

Introduction  
Figures and Tables (must be embedded in the text)  
Conclusions  
References/Literature Cited  
Appendix or Appendices

### 3.5 Text

The text is divided into as many chapters and sections as are necessary for clarity. The heading format for all chapters and sections (at all levels) must be developed in a consistent manner throughout, following requirements and recommendations of this chapter.



As previously stated, acronyms and abbreviations must be defined at first use, unless they are defined in standard dictionaries, or are internationally accepted abbreviations or symbols for units, physical constants, mathematical operations or similar notation.

The use of language, grammar, and punctuation must be professional, and must reflect positively on you, your advisor, and the university. Colloquial language in the thesis is not allowed. The exception to this rule is the MFA creative work.

### 3.6 Figures

A figure, illustration, photograph, or other graphic that is bound within the body of the thesis is defined as a figure. Hence, if it is not a table, it is defined as a figure. There is no differentiation between color and black-and-white figures. All figures must be of publishable quality, with care taken to insure reproducibility of all details. To this end, the font size for text must equal or exceed 6 point after reproduction. Your graduate advisory committee should review the content of figures to insure their appropriateness. Outside the technical disciplines there may be appropriate exceptions to this broad definition of a figure or even the appropriateness of a legend (caption), e.g., a political cartoon within a satirical novel.

Figures and their legends (captions) must remain within the limits of the page margins, i.e., 1" on all sides. Font size, typeface, and graph sizes for figures must be consistent throughout the thesis. The legend is placed at the bottom of the figure and labeled consistently; i.e., all centered or all left hand justified, all labeled "Figure" or "Fig.". Figures are numbered consecutively throughout the thesis (e.g., Figure 1, Figure 2, etc.) or sequentially only within each chapter (e.g., Figure 4.1, Figure 4.2, etc. in Chapter 4). Spacing for figure legends should be single-spaced if more than one line long. If double or one-and-one-half spacing is used, the same spacing separates the figure from its caption. The full caption for the figure follows directly after the shorter title, and may begin on a new line.

A figure must be inserted in the text immediately following its first identification, either embedded within the text or on a separate page. Both methods may be used in the thesis, but consistency of format must be maintained. When placing a figure on a following page, place the figure vertically on the page (portrait format) if possible. When a figure must sideways on the page (landscape format), the top of the figure should always be on reader's left side of the page. There is no requirement that the figure and its caption must be placed at the top margin (if only one figure on the page), but placement must be consistent throughout the thesis; the figure and its caption should be centered on the page for best appearance. Larger figures that will not fit on the standard page, even in landscape orientation, should be submitted as supplemental files and be referred to accordingly within the text.

A facing-page caption is used only when the clarity or legibility of a particular illustration would be jeopardized by having to place the legend on the same page. When a facing-page legend is used, it is placed on a separate sheet of paper and it is *not numbered or counted* in the page numbering of page; it is considered an extension of the page it faces. An additional blank page may need to be inserted to keep continuity of page numbering. The caption is to be centered on the page, near the lower margin. The exact number of lines from the lower margin is not specified, but must be consistent throughout the thesis and should not exceed the prescribed margins.

More than one figure can be embedded into a single page. Embedded figures must be placed vertically on the page (portrait format). When a figure is embedded within the page, the minimum spacing before and after the figure and its caption from the text must be twice the one-and-one-half or double spaced format used in the text. Spacing between text and the figure on either side must be the same dimension as the vertical direction. An embedded figure and its caption can extend to, but not beyond, the margin. The format for embedded figures must be consistent throughout.

Most figures can be oriented in the portrait format. When a figure must be in landscape format, the figure follows the rule on margins for the portrait orientation pages, and with the top of the figure always appearing to the reader's left, regardless of which side of the document it appears on. There is no requirement that the figure be placed at the top margin, but placement must be consistent throughout the thesis; the figure and its caption should be centered on the page for best appearance.

### 3.7 Tables

A table's title is placed on the top of each table and must be placed consistently throughout; all tables should be left hand justified, and labeled "Table". The title, headings, information in the table, and explanatory information must remain within the limits of the page margins, 1" on all sides. Tables are numbered consecutively throughout the thesis (e.g. Table 1, Table 2, etc.) or sequentially only within each chapter (e.g., Table 4.1, Table 4.2, etc. in Chapter 4). The numbering scheme must be consistent with that used for figures. The "short-title" rule used for figures is applicable for tables. Like figures, tables can be embedded directly into the text after the first reference or inserted as separate page or pages immediately following the page on which they are first mentioned.

Most tables are oriented in portrait format. When a table must be sideways on the page (landscape format), the table follows the rule on margins for the portrait pages, and with the top of the table always appearing to the reader's left, regardless of which side of the document on which it appears. The placement must be consistent throughout the thesis; the table and its legend (caption) should be centered on the page for best appearance.

For short tables, the spacing requirements and font size must be consistent with the text. Table titles may be single-spaced (preferred), but consistent spacing of the title must then be used throughout. For tables that could exceed one full page (long tables), a more compact format is acceptable if the table can then fit on the single page for ease of reading. This may include the use of spacing smaller than used in the text, and the use of consistent breaks, indentation, or groupings of lines to make them more legible. The minimum font size is 6 for the body of the table only, and this small font is normally acceptable only for limited use, e.g. super or sub-scripts. Size 8 is a more readable choice for the bulk of a table and only if necessary to keep the table within one page. The title, headings, etc., must use the same font as the text. The format of tables must be consistent throughout. Tables that exceed one page must be captioned “Table XY, continued” on all subsequent pages.

Please note the table formatting requirements for the style guide that you are using, e.g., some style guides only allow horizontal lines in the table. It is recommended that you use the entire width of the page for each table for maximum readability.

### 3.8 Equations in the Text

Equations usually appear on a separate line, with one blank line above and below) or one-and-one-half line if 1.5 spacing used) and are normally indented at least 5 spaces from the left margin. Equations must be numbered sequentially in order of appearance in the text. They may either be numbered continuously throughout the thesis, (1), (2), (3), etc., or by chapter, e.g., (4.1), (4.2), (4.3), etc., for all equations in Chapter 4. The number of the equation is normally located at the right margin on the same line as the equation. If the equation is more than one line, the number is located at the right margin opposite the first line of the equation.

The number may be indented a few spaces from the right margin, but any indentation must be consistent. The equation number normally appears in parentheses or square brackets, and leader dots are not used. Alternatively, the equation number, in parentheses or square brackets, can be placed at the left margin, with at least five spaces between the equation number and the equation. However, the numbers must appear at the left or right margin consistently throughout the thesis.

References to equations are in the form Equation 1 (or Eq. 1) or Equation 4.1 (or Eq. 4.1) depending upon the numbering system used; “Equation” (or “Eq.” is normally capitalized in such references, but lower case is permitted is used consistently.

Very simple equations, which can be typed without ambiguity on a single line (e.g.,  $a(b+c) = d$ ) and which won't be referred to later in the thesis, may be included within the text, and in that case, are not

numbered. However, such simple equations may also be on separate lines and numbered, as above. All variables and constants in equations must be defined at their first occurrence.

Alternatively, all variables and constants can be defined in a table; then reference should be made to this table when the first equation is inserted. Consult with your committee members to determine the normal practice in your field.

### 3.9 References, Literature Cited

Preferred formats for reference listing vary widely, so a specific format is not imposed herein. Therefore, it is imperative that you refer to the approved style guide in your field and consult with your graduate advisory committee.

References must be listed in alphabetical order of the author's surname, and, after that, by sequential dates. The approved style manual governs the ordering for two or more authors. Alternately, when references in the text are identified by numbers, they must be listed in numeric order, and they must appear in the text in numeric order. It is recommended that references be single-spaced with an entry, and then double-spaced between entries or one-and-one-half spaced between entries depending on the rest of the document text. The edition of a book must be indicated if the one used is not the first edition. If this section is titled "Literature Cited", it must include only those references actually cited in the text of the thesis.

You are responsible for carefully checking the reference list to ensure that (1) it is complete, including all papers and other items such as websites cited (must have accessed date) in your thesis, and correct, and (2) the references are consistently formatted. Every citation must be referenced and every reference must have a corresponding in-text citation.

Please note what style guide you used in the "Notes to Administrator" during the ETD submittal process.

### 3.10 In-Text References

#### 3.10.1 General Information

Contemporary practice in the formatting of quotes, footnotes and in-text citations varies so widely that no satisfactory rule can be stated. Consult with your graduate advisory committee and the approved style manual in your field for additional guidance.

### 3.10.2 Quotes

Prose quotes of over three lines (more or less depending on the style manual you are using) must be typed in block style (with indentation and no quotation marks) or in the style appropriate to the field, and must be one-and-one-half spaced or double-spaced (unless indicated differently by your style manual), consistent with the main body of the text.

Shorter quotations are placed within the main body of the text. Review the use and proper placement of punctuation marks when combined with quotation marks. For example: “Note that a comma or period comes before the closing quotation marks.”

### 3.10.3 Footnotes

According to the special demands of the thesis, explanatory footnotes may be included, and must be consistently placed as follows:

1. At the bottom of each page, separated from the text by a solid line of consistent length to at least ten spaces; or,
2. Within the text itself, set off by solid lines above and below the footnote and extending across the page from margin to margin.
3. Footnotes to tables may be placed below them and designated with lower-case letters or other symbols as specified in the selected style manual.

In general, place footnotes at the bottom of each page. All footnotes must be single-spaced and typed within the prescribed margins. Footnotes must be numbered consecutively throughout the thesis or by chapter and the numbers must be placed in accordance with the format recommended by the selected style manual. If the footnote system of in-text citation is used throughout the thesis, any standardized format is acceptable if approved by the graduate advisory committee and followed consistently.

### 3.10.4 In-text Citations

When the system of citing references within parentheses or brackets is used. The format of the selected style manual must be followed. These citations must be sufficiently exact to enable the reader to find the source with ease.

## 3.11 Appendices

In choosing appendices, you must determine, in concert with your graduate advisory committee, what materials are essential to include as supporting information to the thesis. Appendices must be

paginated consecutively within the numbering system. Tables and figures that appear in an appendix can be numbered one of two ways:

1. They may continue the numbering system begun in the text, so that if Table 3 is the last table in the text, then the first table in the first appendix is Table 4; or
2. They may be numbered sequentially within each appendix in the form of Table A-1, Table A-2, or Figure A-1, for Appendix A; and Table B-1, Figure B-1 for Appendix B, etc.

All requirements for a table or figure in an appendix are the same as for a table or figure in the text. Each appendix must be identified separately by a block title (e.g. Appendix A, Appendix B, etc.) that appears at the top margin of the first page. A short appendix title follows on the next text line with its exact title listed in the List of Appendices. There is no title if only one appendix appears in the thesis and the block title is simply, "Appendix". A heading example for multiple appendices:

### **Appendix A**

#### **IRB Approval Letter**

Figures and tables in the appendix/appendices must be listed in the List of Figures and the List of Tables (respectively).

### 3.12 Supplemental Files

If you have materials to be included in the thesis that are over-sized or cannot be bound (e.g., geological maps, CD's, videos, etc.), they must be submitted as supplemental files. If you have multiple small files, compile them in a zipped folder and submit them as a file. You have a 1,000 MB limit for supplemental files.

## Chapter 4 Requirements for Thesis Manuscript Format

### 4.1 Introduction

The manuscript format is provided should you wish to use, as a complete chapter or chapters, a manuscript or manuscripts that are ready for submission, have been submitted, or are published in a scholarly journal or journals. This includes stories, plays, poetry, etc., that are not published in the standard journal format of the technical disciplines. For technical papers, the requirements in this chapter are concerned with the format required for journal submission as opposed to the format of the published paper. The UAA Graduate School approves of this method of writing the thesis when certain guideline are followed. For the purposes of these requirements, papers given at conferences are not considered manuscripts, although the information may be included as part of the thesis. **A single-chapter article in a thesis must be formatted as a monograph (Chapter 3) and not in manuscript format.**

Thesis chapters must be printed as part of the thesis manuscript and cannot be simply the digital files from a journal inserted as part of the thesis (but may be added as supplemental files). The insertion of a chapter or chapters from a single journal establishes that journal's format as applicable to the full thesis. If chapters are included from two or more journals, the format of each journal is used for the respective chapters. The format of the chapter not being published or prepared for publication (i.e., non-journal or "other" chapters) is selected based on the dominant format for the chapters that are published or for publication (journal chapters). If there is no dominant format for the published chapters, the format of the other chapters must follow that of the first journal chapter appearing in the thesis. Otherwise, the dominant journal format must be used for the other chapters. For example, if two chapters are published in Journal A, and one from Journal B, then the format of the remaining material (that is not intended for submission) if to follow the format of Journal A.

Graduate advisory committees may recommend this manuscript format for some students, but not for others. You and your committee should make a decision early in your graduate career on which format should be used.

### 4.2 Authorship

The degree candidate submitting the thesis must be sole or first author on each manuscript included in the body of the thesis; it is the first author who contributed most to the work, including the writing of the manuscript. If multiple-authored manuscripts are used, you must include a clear statement as to what work was done by you and what was done by your co-authors. This is generally written in the Acknowledgments, but it could also appear in the General Introduction.

To indicate the current status of each manuscript, the names of all authors, in order of appearance in the manuscript, and the name of the journal (with volume, page numbers, and date, if known) must be given as a footnote to the title on the first page of each manuscript in the thesis. This footnote will always be #1 for each chapter. Permission to use the manuscript in the thesis must be obtained from each co-author. For advisory committee members, their signatures on the Thesis/Dissertation Submission Form signify their consent. For authors that are not a part of the advisory committee, a letter or email message granting permission should be included as an appendix.

If you had a secondary role on a manuscript, that manuscript should be included as an appendix if it bears directly on the body of the thesis; otherwise, such manuscripts may not be included in the thesis.

#### 4.3 Research Approval

You must consult with your advisor regarding research approval requirements for your thesis. If your thesis requires IACUC, IRB, IBC, etc. approval, then you must include proof of the approval in your thesis/dissertation, usually a copy of the approval letter attached in the appendix and/or notation in the Methods section. Both are better. All students completing research for a thesis or dissertation must submit the **Proposed Thesis/Project Topic, Research Compliance, and Committee Form (RCIP)**. Instructions for form completion are on the Graduate School website under FORMS.

#### 4.4 Arrangement of Pages

This style of thesis must have general introduction and conclusion chapters. These are titled Introduction, and Conclusion(s), respectively, except where other titles are deemed appropriate. Literature Cited/References may come directly after the General Introduction section and the General Conclusion section or it may be placed after just the General Conclusions section (preferred). The numerous elements of the thesis must be presented in the sequence listed below. Additional information about content and form for each of these elements is included of the following pages of this chapter.

The sequence is:

*Preliminary Pages*

Title Page

Abstract

Table of Contents

List of Figures



List of Tables  
List of Other Materials (optional)  
List of Appendices  
Preface or Acknowledgments  
Dedication Page (optional)

*Main Body of the Thesis*

General Introduction  
Chapter 1 (and repeat for each additional chapter)  
    Abstract  
    Text  
    Figures\*#  
    Tables\*#  
    References/Literature Cited  
    Appendix or Appendices  
Chapter 2 (repeat sequence from Chapter 1)  
Chapter 3 (repeat sequence from Chapter 1)  
General Conclusion(s)  
References/Literature Cited\*\*  
Appendix or Appendices

\*Tables, figures, etc. for the specific chapter only

\*\* References for the combined General Introduction and General Conclusion

# In some cases, a journal may require manuscripts to be submitted in the order of text, literature cited, tables, then figures. This is allowable under the manuscript formatting.

#### 4.5 Text

The text is divided into as many chapters and major and minor sections (of all levels) as are necessary for clarity. The format for chapter and section headings (e.g., numbering and titles) must be consistent throughout the thesis to produce a consistent format for the Table of Contents. It is recognized that these and other requirements might conflict with journal requirements, but the requirement for

consistency within the thesis is judged of greater importance. Simple editing of the manuscript is required to make the transition where differences exist.

This alternate thesis format is provided for a thesis in which part or parts of the thesis are ready for submission, have been submitted, or are published in a scholarly journal or its equivalent, and you do not wish to reformat that work for inclusion with the thesis or would be difficult to do so. However, to maintain consistent format throughout the thesis, the following rules apply:

1. A thesis using this format must have General Introduction and General Conclusion(s) sections and are titled as such. These sections must cover information from all chapters in the thesis. The included chapters, if they have been previously published, may contain some of this information. The format of the General Introduction and General Conclusion(s) should be that of them most commonly used format elsewhere in the thesis (e.g., typeface, references, etc.).

**Table 4.1: Determining the Most Common Journal Style for Non-Journal Chapters**

Thesis Section	Journal
General Introduction	Format using Journal A Citation Style
Chapter 2 Literature Review	Format using Journal A Citation Style
Chapter 3 Journal A	Journal A
Chapter 4 Journal B	Journal B
Chapter 5 Journal C	Journal C
General Conclusions	Format using Journal A Citation Style

2. The full citation for each submitted or published manuscript must be included as a footnote on the first page of each chapter (published as, in press, submitted to, or prepared for submission in). See Figure 1.
3. Requirements for margins, line spacing, font size, preliminary pages, Table of Contents, List of Figures, etc., chapter headings, major and minor sections headings (at all levels), figures, tables, etc., just follow UAA requirements as listed in the Thesis Formatting Handbook. Make sure that these general formatting requirements are maintained throughout the thesis, regardless of the format used for a particular publication.
4. Continuous pagination is required throughout the thesis.
5. Manuscripts must appear formatted as part of the thesis rather than inserted from a journal(s).

6. Each manuscript must blend with the other parts of the thesis in substance; i.e., section headings, margins, tables, etc., (see previous section), although they may be prepared in the style of the appropriate journal.

Acronyms and abbreviations must be defined at first use, unless they are defined in standard dictionaries, or are internationally accepted abbreviations or symbols for units, physical constants, mathematical operations, or similar notations.

## Chapter One: Guidelines for Preparation of Your Thesis or Dissertation<sup>1</sup>

### Abstract

A dissertation is required of every candidate for the Ph.D. degree and is expected to include work that represents the equivalent of at least one (1) academic year at the University of Alaska Anchorage (UAA). The doctoral dissertation must demonstrate the ability to perform independent research and must be a substantial contribution to the body of knowledge in the student's area of interest, the substance of which is publishable in a professional journal or as a book.

A thesis is required in some Master's degree programs, as indicated under specific degree program requirements. Other programs may require no thesis. In those instances, a project or capstone is prepared rather than a thesis. The UAA Graduate Council and the Graduate School have elected to impose basic project formatting and submission requirements for all projects. Other than the basic formatting requirements, specific formatting and style guides are controlled at the department level. You must obtain specific project format requirements from your department.

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<sup>1</sup> Austen, J., C. Bronte, and M. Shelly, 2014. Definition of an Abstract taken from Thesis Formatting Handbook. Prepared for submission in University of Alaska Anchorage Thesis Formatting Handbook.

Figure 1: Sample manuscript page with footnote

## 4.6 Figures

A figure, illustration, photograph, or other graphic that is bound within the body of the thesis is defined as a figure. Hence, if it is not a table, it is defined as a figure. There is no differentiation between color and black-and-white figures. All figures must be of publishable quality, with care taken to insure reproducibility of all details. To this end, the font size for text must equal or exceed 6 point after reproduction. Your graduate advisory committee should review the content of figures to insure their appropriateness. Outside the technical disciplines there may be appropriate exceptions to this broad definition of a figure or even the appropriateness of a legend (caption), e.g., a political cartoon within a satirical novel.

Figures and their legends (captions) must remain within the limits of the page margins, i.e., 1" on all sides. Font size, typeface, and graph sizes for figures must be consistent throughout the thesis. The legend is placed at the bottom of the figure and labeled consistently, i.e., all centered or all left hand justified, all labeled "Figure" or "Fig.". Figures are numbered consecutively throughout the thesis (e.g., Figure 1, Figure 2, etc.) or sequentially only within each chapter (e.g., Figure 4.1, Figure 4.2, etc. in Chapter 4). Spacing for figure legends should be single-spaced if more than one line long. If double or one-and-one-half spacing is used, the same spacing separates the figure from its caption. The full caption for the figure follows directly after the shorter title, and may begin on a new line. You do not need a separate list of figures captions within this manuscript format option, even if required by a journal.

The standard format for submission of papers to journals generally requires the attachment of all figures and tables after the full text. These are then inserted within the text by the journal as the paper is prepared for printing. In response to continuing technological innovation, some journals now provide authors with the option to embed figures and tables directly into the manuscript as it is being prepared for submission. It is expected that this option will become increasingly available in the future. If embedding is required by the journal, you should do so for that chapter or those chapters using the format requirements of that journal. If embedding is an option versus a requirement, you may simply place the figures and tables at the end of the manuscript chapter following the ordering specified in Section 5.5. However, you must make the same option selection for all chapters governed by that journal's format. The choice to embed or not to embed for chapters in one journal's format does not force you to make the same choice for chapters using a different journal's format. Under these conditions, chapters not for publication (i.e., "other" chapters) are not required to have embedded figures and tables, but see additional information provided in following paragraphs of this section. Therefore, it is possible for a thesis to contain different chapters in which figures and tables are, or are not, embedded.

If a journal requires that figures and tables be placed at the end of the manuscript, UAA still provided you the option to embed figures and tables within your thesis. However, there are specific format requirements. If one chapter of your thesis is governed by the format of a journal that requires or allows the use of embedded figures and tables, then that format must be used. If two or more chapters have embedded figures formatted according to journal requirement or options, then you must use one of these formats for any remaining chapters that are not governed by the format of a specific journal. The choice of format should be made to minimize the number of different formats within the thesis. However, having elected to embed figures and tables when the journal did not allow it for submission, you must now use the embedding format throughout the remainder of your thesis for all chapters not governed by a required journal format. This includes chapters not for publication.

If no journal-submitted material from your thesis requires or provides the option for embedded figures and tables, you would normally place the figures and tables at the end of each chapter as per Section 5.5. However, UAA allows you the option of embedding the figures and tables using any standard journal format for embedded figures and tables. For all options, you cannot embed some figures and tables in a chapter and place others at the end of the chapter.

Because the use of embedded figures places an increased workload on the author and complicates later editing, the decision to use embedded figures can be difficult. In contrast, the use of embedded figures provides for a more readable manuscript. UAA's main requirement is that your selections result in as consistent a format as is possible under these conditions. Your graduate advisory committee may be able to assist you in making these selections.

Most figures can be oriented in the portrait format. When a figure must be sideways on the page (landscape format), the top of the figure follows the rule on margins for the even- or odd- numbered pages, depending on its location, and with the top of the figure appearing always to the reader's left, regardless of which side of the document on which it appears. The figure should be placed at the top margin; the figure and its legend (caption) should be centered on the page for best appearance.

A facing-page legend (caption) is used only when placing the legend on the same page would jeopardize the clarity or legibility of a particular figure or illustration. When a facing-page legend is used, it is placed on a separate sheet of paper and it is not to be paged, or counted in the numbering of pages; it is considered an extension of the page it faces. The caption is to be centered on the page, near the lower margin. The exact number of lines from the lower margin is not specified, but must be consistent throughout the thesis.

## 4.7 Tables

A table's format is defined by the journal format followed for that chapter, but you are encouraged to reformat tables if the submission copy is difficult to read. You must remain consistent, however, throughout the chapter. The title, headings, information in the table, and explanatory information must remain within the limits of the page margins prescribed previously. The same rules apply for tables as for figures in your thesis when you elect to embed them or place them at the end of chapters. You cannot use one method for figures and another for tables.

A table's title is placed at the top of each table. The title, headings, information in the table, and explanatory information must remain within the limits of the page margins previously described. The "short-title" rule used for figures is applicable.

For short tables, the spacing requirements and font size must be consistent with the text. Table titles may be single-spaced, but consistent spacing of the titles must then be used throughout. For tables that could exceed one full page (long tables), a more compact format is acceptable if the table can then fit on a single page for ease of reading. This may include the use of smaller spacing than used for the text, and the use of consistent breaks, indentions, or groupings of lines to make them more legible. The minimum font size is 8 for the body of the table only. Superscripts and subscripts (and similar annotations) may use a font size of 6. If your table(s) will fit better the title, headings, etc., must use the same font size as the text. The format of such tables must be consistent throughout.

Tables that exceed one page must be captioned "Table x.y continued..." on all subsequent pages. For tables that require to be inserted in landscape orientation, or facing page title, follow the same guidelines for landscape figures (Section 5.17).

## 4.8 Equations in the Text

For some journals, equation format may differ from these guidelines, and then the journal format may be used for those chapters to which it applies.

Equations usually appear on a separate line, with one blank line above and below (or one-half line if 1.5-spacing is used), and are normally indented at least 5 spaces from the left margin. Equations must be numbered sequentially in order of appearance in the text. They may either be numbered continuously throughout the thesis, (1), (2), (3), etc., or by chapter, e.g., (4.1), (4.2), (4.3), etc., for equations in Chapter 4. The number of the equation is located at the right margin opposite the first line of the equation. The number may be indented a few spaces from the right margin, but any indentation must be consistent. The equation number appears in parentheses or square brackets, and leader dots are not used. Alternatively,

the equation number, in parentheses or square brackets, can be placed at the left margin, with at least 5 spaces between the equation number and the equation. However, the numbers must appear at the left or the right margin consistently throughout the thesis, unless it is necessary to vary the location between chapters because of differing journal formats.

References to equations are in the form Equation 1 (or Eq. 1), or Equation 4.1 (or Eq. 4.1), depending on the numbering system used; “Equation” (or “Eq.”) is normally capitalized in such references, but lower case is permitted if used consistently.

Very simple equations, which can be typed without ambiguity on a single line (e.g.,  $a(b+c) = d$ ) and which won't be referred to later in the thesis, may be included within the text, and in that case are not numbered. However, such simple equations may also be on separate lines and numbered, as above. All variables and constants in equations must be defined at their first occurrence.

Alternatively, all variables and constants can be defined in a table; then reference should be made to this table when the first equation is inserted. Consult with your committee members to determine the normal practice in your field. If the chapters are to be submitted or have been submitted or published as journal articles, then the variables and constants must be defined at first occurrence within each such chapter, or a table defining the variables used must appear in each chapter, as required by the corresponding journal.

#### 4.9 References, Literature Cited

References within a thesis journal chapter must be formatted according to specifications of the specific journal style, except as noted below. A reference within another chapter (non-journal) follows the journal format previously established for such chapters, as discussed in Section 5.1. Line spacing and font size must be consistent with the requirement for the entire thesis, as opposed to any journal requirement. The actual title in a chapter for References, Literature Cited, etc., is based on the journal format.

Please note which style-manual you followed for non-published chapters in the “Notes to Administrator” during the ETD submittal process. You are responsible for carefully checking the reference list to ensure that (1) it is complete, including all papers and other items such as websites cited in the thesis, and correct, (2) the references are consistently formatted.



## 4.10 In-Text References

### 4.10.1 General Information

You must refer to the style of the journal format being followed. In all cases, the requirements for non-journal chapters must follow the format as previously established in Section 4.1.

### 4.10.2 Quotes

You must refer to the style of the journal format being followed.

### 4.10.3 Footnotes

You must refer to the style of the journal format being followed.

### 4.10.4 In-text Citations

You must refer to the style of the journal format being followed.

## 4.11 Appendices

In choosing appendices, you must determine, in concert with your graduate advisory committee, what materials are essential to include as supporting information to individual chapters for publication and for other parts of the thesis. Appendices in the thesis must be paginated consecutively within the text numbering system.

Each appendix within a chapter must be identified separately in the journal-specified manner, but preceded by the chapter number; e.g., Appendix 3.A, Appendix 3.B, etc., for appendices in Chapter 3. The title format is specified by the journal, with its exact title listed in the List of Appendices.

Tables and figures that appear in an appendix within a chapter must be numbered sequentially within each appendix; e.g., Table 3.A-1, Table 3.A-2, etc., for Appendix 3.A, Table 3.B-1 etc., for Appendix B, etc., in Chapter 3. Requirements for the format of a table in an appendix are those of the journal.

Each appendix included at the end of the thesis must be identified separately by a block title (e.g., Appendix A, Appendix B, etc.) that appears centered at the upper margin of the first page. A short appendix title follows on the next text line, with its exact title listed in the List of Appendices. There are not repeated on any subsequent pages. There is no title if only one appendix appears in the thesis and the block title is simply "Appendix". A heading example for multiple appendices:

## **Appendix A**

### **IACUC Approval Letter**

Appendices may also be included at the end of the thesis. Tables and figures that appear in such appendices must be numbered sequentially within each appendix in the form Table A- 1, Table A-2, for Appendix A, Table B-1 etc., for Appendix B, etc. All requirements for a table in an appendix are the same as for a table in the text.

#### 4.12 Supplemental Files

If you have materials to be included in the thesis that are over-sized or cannot be bound (e.g., geological maps, music, videos, etc.), they must be submitted as supplemental files. If you have multiple small files, compile them in a zipped folder and submit the folder as a file. You have a 1,000 MB limit for supplemental files.

## Chapter 5 Thesis Preparation Guidelines in Brief

### 5.1 General

- Read the Thesis Format Handbook and contact the Graduate School if you have questions.
- Give yourself plenty of time for corrections, even when you think you are finished with the thesis.
- Verify that everything is spelled correctly; make use of a software spell-checker.
- Margins must be correct: 1" top, inner margins, bottom and outer margins.
- Preliminary pages must be numbered using lower case Roman numerals (iii, v, etc.) Blank pages are not numbered but are counted (except for facing-legend pages)
- The thesis should be formatted for US letter size paper (8.5"x11"). A4 size (Europe) is not acceptable. Regular copy paper is acceptable and preferred.
- Use scholarly, formal language; no colloquialisms (everyday language and slang).

### 5.2 Title Page and Abstract

- Title page format must be correct. See the sample in the Thesis Format Handbook.
- Abstract should describe briefly why the work was needed, what was done, what the results were, and your conclusions or recommendations.
- There is no word-count limit for the Abstract but we highly recommend you limit it to two pages or 350 words max.
- Abstract must be on page iii of the thesis and it is the first page on which page numbers are printed.

### 5.3 Table of Contents, Tables, and Figures

- Page numbers and titles in the Table of Contents, and in the List of Tables and List of Figures must match exactly what is in the body of the thesis.
- A shortened summary title of 8-10 words is recommended, so that the entire caption or description of a figure, table, or other object does not have to be printed in the List of Figures, List of Tables, or other lists.
- Tables and figures must be clear and readable.
- Review the requirements of Chapter 1 and then either Chapter 3 or Chapter 4.
- Proofread carefully

## 5.4 References/Literature Cited

- Each reference cited in the text must be listed under References, and vice versa. Have you spelled names the same way and used the same dates in both places?
- All references in References must be listed consistently. (See a style manual in your discipline or particular journals for guidelines as to format.)

## 5.5 Thesis Submission

Provide the Graduate School with an approved copy (approved by committee, department head and dean) via the ETD submittal web site (<http://www.etsadmin.com/>) for review by the deadline. If ordering printed copies from ProQuest, then you will need to pay as part of the submission process.

All students writing a thesis or dissertation must also submit at the same time:

- proof you completed the Graduating Student Exit Survey
- Ph.D. students must:
  - ✓ Submit a 50-word version of their abstract for the commencement program
  - ✓ Complete the Survey of Earned Doctorates (SED).

After making final corrections requested by the Graduate School, the final, corrected copy of your work must be submitted to the Graduate School via the ETD website before you receive final clearance for graduation.

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## Appendix

You should consult with your graduate advisor regarding the specific style manual appropriate for your thesis; for some theses, specific technical journals may be preferable as style models. You should always use the latest edition of the appropriate style guide. Listed below are some preferred style manuals.

American Psychological Association, 2009, *Publication Manual of the American Psychological Association*, Sixth Edition, 272 pp.

Chicago Manual of Style, 2010, The University of Chicago Press, 16th Edition, 1026 pp.

Coghill, A.M., Garson, L.R., 2006, *The ACS Style Guide: Effective Communication of Scientific Information* (An American Chemical Society Publication), American Chemical Society, Third Edition, 448 pp.

Hurth, E.J., 1994, *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers* (CBE Style Manual), Cambridge University Press, Sixth Edition, 841 pp.

MLA Style Manual and Guide to Scholarly Publishing, 2008, Modern Language Association of America, Third Edition, 400 pp.

Formatting Your Master's Thesis in Microsoft Word, 2013, Norwegian University of Science and Technology.

