The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status.

When implementing this commitment, the University is guided by Title VI and VII of the Civil Rights Act of 1964 and Civil Rights Act of 1991; Title IX of the Education Amendments of 1972; Executive Order 11246, and Executive Order 11375, as amended; Equal Pay Act of 1963; Age Discrimination in Employment Act of 1967 and Age Discrimination Act of 1975; Vietnam Era Veterans Readjustment Assistance Act of 1974; Americans with Disabilities Act (ADA) of 1990; the Americans with Disabilities Act Amendments Act of 2008; Genetic Information Nondiscrimination Act of 2008; Pregnancy Discrimination Act; Immigration Reform & Control Act; Vocational Rehabilitation Act of 1973 and other federal laws or Alaska Statutes which guarantee equal opportunity to individuals and protected classes within our society.

The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment.

This policy therefore affects employment policies and actions, as well as the delivery of educational services at all levels and facilities of the University. Further, the University's objective of ensuring equal opportunity will be met by taking affirmative action: i.e., making intensified, goal-oriented efforts to substantially increase the participation of groups where their representation is less than proportionate to their availability; providing reasonable accommodations to employees and students with disabilities; and ensuring that employment opportunities are widely disseminated to agencies and organizations that serve underrepresented protected classes.

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.

Table of Contents

Page

Title Page……...…...…….i
Title IX Statement……..……ii
Example of Thesis/Dissertation Title Page……..…….iii
Abstract……..……v
Table of Contents……..……...……vii
List of Figures……...…….xi
List of Tables……...……..xi
Chapter 1 Guidelines for the Preparation of Your Thesis or Dissertation……..…1
1.1 Who Writes a Thesis or Dissertation?.....1
1.2 Determining Format Style……...….1
1.2.1 Monograph…….……...1
1.2.2 Manuscript……..……1
1.3 Margins……....2
1.4 Page Numbering……...…2
1.5 Divisions of Text into Chapters or Major Sections……..…2
1.6 Spelling, Punctuation, and Neatness……..…..3
1.7 Respecting Copyright……...…3
1.8 Line Spacing, Font Size……..……..…3
1.9 Preliminary Pages……..……..3
1.9.1 Title Page……..…..3
1.9.2 Abstract……..….4
1.9.3 Table of Contents……..…..4
1.9.4 List of Figures……..……...5
1.9.5 List of Tables……..……6
1.9.6 List of Appendices……..……6
1.9.7 Acknowledgments or Preface……..……...…6
Chapter 2 Thesis Submission Process…….7
2.1 Approval Process……..……7
2.2 Thesis Grade……..……...7
2.3 Graduate School Thesis Submission Deadlines……..…..……8
2.4 Request for an Extension to the Thesis Submission Deadline……..…...8
2.5 Thesis Binding……..……...….9
2.6 Copyrighting the Thesis……...……9

List of Figures

Page

Figure 4.1: Sample manuscript chapter page with footnote ……...24

List of Tables

Page

Table 4.1: Determining the Most Common Journal Style for Non-journal Chapters……..22

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

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

“Page” must be typed above the lis

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

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.

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.

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

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 that 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.

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,

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

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:

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.

4.6 Figures

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 Section5.1. 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

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

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

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.etdadmin.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:

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Submit a 50-word version of their abstract for the commencement program
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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.