

*UCCS Thesis Manual for
Geography and Environmental
Studies*

Updated May 20, 2009

I. PROCEDURES FOR SUBMITTING THESES/DISSERTATIONS

The following procedures shall be followed for preparing and submitting a thesis or dissertation in fulfillment of a graduate degree requirement.

A. There are several faculty whose efforts contribute to the completion of a successful thesis. The most important of these is the thesis advisor, who serves as chair of the thesis committee. This committee will consist of from two to four additional faculty, who should be chosen in consultation with the thesis advisor. Also, the graduate program graduate advisor can help with the selection of a thesis advisor, who can provide necessary advice and materials, and who has final authority for approval of the format of the thesis. It is the responsibility of the graduate student preparing to write a thesis to know these faculty and to seek their advice. Do not work in isolation—regular interaction with your advisor is crucial to the successful completion of your thesis.

B. The student should obtain all of the following materials:

UCCS Thesis Manual for Geography and Environmental Studies
Approval of Format and Thesis/Dissertation Checklist
(in Section II. of this *Manual*)
Style manual (as approved by department)
Schedule of Deadlines
List of current processing charges

These materials, or information on how to obtain them, are available from the department graduate advisor, or the Library.

C. The student is responsible for compliance with all instructions in the *University of Colorado at Colorado Springs Thesis Manual*. This manual, the checklist, and the schedule of deadlines should be consulted frequently.

D. In consultation and with the approval of the thesis advisor, the student will schedule a final defense. Prior to this defense, copies of the thesis or dissertation in final *draft* form must be distributed to all committee members. The committee may recommend (or require) changes to be made in either content or the format of the thesis. Because it may take weeks to make such changes, the thesis defense should be held well in advance of the end of the semester in which the degree is to be awarded. If revisions are required, revisions must be completed **within 30 days** of the defense, approved by the chair, and submitted to the library in order to meet the deadline for submission of the thesis to the Library. A good rule of thumb is to have the first draft of your thesis into your advisor at the beginning of the semester you intend to defend. A student *must* be registered at the University during the semester in which the thesis defense is held; a semester is assumed to continue until the first day of classes of the next semester. A thesis defense may thus be held during a semester break, and registration for the following semester is not required, although the degree will be awarded in the following semester.

A defense may be held during a semester break, and **registration for the following semester is not required**, although the degree will be awarded in the following semester. **If the student does not complete revisions within the 30 of defense and the semester begins, the student must register for the next semester to complete the revisions** and submitted the thesis/dissertation to the Library.

- E. Approval of *content* is solely the responsibility of the thesis committee. Such approval is granted following the final thesis defense (and after any required changes are made) and is indicated by the signatures of all committee members with the defense date on the Approval Page. This form will be bound into the thesis as (unnumbered) page ii (or iii, if a Copyright Notice is present).
- F. Approval of *format* can be granted only after the final version of the manuscript has been prepared for submission. When the final copies are ready, the student must obtain the signature of the graduate advisor of the program on the Approval of Format. This signed form must be submitted to the Library with the final copies of the manuscript, but will not be bound into the thesis. The Library will acknowledge receipt of the complete thesis package and forward this form to the Graduate School.
- G. Three copies of the entire thesis (as specified in III. A. – Order and Content) and a signed Approval of Format should be submitted loose leaf to the Technical Services Division of the Library, along with the appropriate processing charges. Students should contact the Technical Services Division of the Library (262-3291) to establish an appointment to submit the thesis.
- H. The GES department will retain one copy of all theses written by their students.
- I. The Library binds all copies of the thesis, one for the circulating collection and one for the Archives, one for the department. Up to one additional copy of the manuscript may be submitted to the Library for binding at the current rate.
- J. The processing charges, as indicated on the current list, are subject to change from year to year. These charges are paid to the Library to cover binding costs for two library copies of the thesis or dissertation. A check or money order for all relevant charges, payable to the University of Colorado at Colorado Springs, must be included with the manuscript when it is submitted to the Library.
- K. Students wishing to submit the thesis by mail must make special arrangements with the thesis committee chair and graduate advisor for a final review, securing the necessary signatures on the Approval Page and the Approval of Format, and submitting copies of the manuscript, forms, and check to the Library.
- L. Degree candidates who do not meet the specified deadline (usually the last day of classes) for submission of the thesis will be awarded degrees in the following semester. However, if the thesis defense has been held, registration in the next semester is not required.

II. REQUIRED FORM

This section contains the two forms, Approval of Format, and Checklist, that must be completed and submitted with the final version of the manuscript.

The Approval of Format requires the signature of the graduate advisor of the student's program, who is typically not the same person as the chair of the student's thesis committee. This signed form must be included when the complete thesis is submitted to the Library, which will then sign the form, acknowledging receipt.

The Checklist is printed on the back of the Approval of Format, and is primarily for the student's benefit; it enumerates those issues of style and format that will be reviewed for accuracy, consistency, and compliance.

APPROVAL OF FORMAT

To the Graduate School of the University of Colorado at Colorado Springs:
(Please Print Legibly)

Candidate: _____

Degree: _____ Discipline: _____

Thesis Title: _____

I have examined the final copy of this thesis, and I have determined that its style and format is in compliance with the *UCCS Thesis/Dissertation Manual* and the approved style manual, and meets acceptable presentation standards of scholarly work in this discipline. **If applicable, documentation from the appropriate institutional committee approving the use of human subjects, animals, and/or biohazards is included.**

Chair of Thesis Committee (Print Name)

Chair of Thesis Committee (Signature) Date

=====
For Library Use Only:

The Library acknowledges receipt of this thesis on _____.
Date Initials

Comments: _____

Forwarded to Graduate School on _____.
Date

THESIS/DISSERTATION CHECKLIST

- _____ Title page (see sample); all information correct
- _____ Approval page (see sample); committee members' names correct (do not include degrees or certifications)
- _____ Candidate's name identical on all pages where it appears
- _____ Title identical on all pages where it appears
- _____ Sections and pages in order as specified in Section III
- _____ Contents page refer accurately to headings and subheadings of text
- _____ Page numbering is in two parts, Roman and Arabic, as specified
- _____ Appropriate type style and size
- _____ Required margins (left – 1 ½", others – 1")
- _____ Adequate print quality
- _____ Correct page numbering (no page numbers on first page of each chapter)
- _____ Correct line spacing of text, quotes, bibliography
- _____ Consistent style and spacing of all headings
- _____ Approved bibliographic style
- _____ Consistent bibliographic style
- _____ Compliance approvals (e.g., IRB, consent, instruments, biohazard)

Master's Candidates

- _____ Three complete copies of the thesis
- _____ Dissertation must include Abstract (350 words maximum)
- _____ Completed Approval of Format
- _____ Check for appropriate fees made out to "University of Colorado at Colorado Springs"

III. THESIS STYLE AND FORMAT

This booklet provides the specifications required for all theses presented for graduate degrees at the University of Colorado at Colorado Springs in the Department of Geography and Environmental Studies. These requirements are based on universally accepted format standards for scholarly work, and take into account the opportunities provided by new technology in word processing. The required specifications are neither onerous nor unreasonable, but they must be followed carefully and explicitly in order to produce a scholarly manuscript that is acceptable for binding and placement in the Library. No graduate degree requiring a thesis or dissertations will be awarded until an acceptable manuscript has been submitted.

This brief manual provides basic information only. It is designed to be used in conjunction with an approved style guide or style handbook. The appropriate style manual is designated by the department.

Note that this thesis manual itself, which is not a scholarly treatise, is *not* an example of proper thesis format. However, sample pages at the end of the manual do provide examples of proper format.

For the approved style, please use *The Professional Geographer* or the *Annals of the Association of American Geographers* as guides to the format. Also, please reference the *Annals* style sheet at <http://www.aag.org/Publications/Annals/Annalsweb3.html>, and also the 15th edition of the *Chicago Manual of Style*, published by the University of Chicago Press.

All GES thesis' will use the (author year) citation format in the body of the text. Page numbers must be included with direct quotes. Full citations to all callouts will appear in the References section.

A. STYLE

The **style** used is designated by the department, and will follow explicitly the appropriate style manual.

1. A thesis may contain one or more of the following **special features** in the body of the text:

- author-year citations**
- boldface printing**
- endnotes**
- equations and formulas**
- figures**
- footnotes**
- numbered references**
- quotations**
- tables**

These should be treated according to the style manual in use.

2. The **bibliography** or **reference section** is a critical component of every thesis. It must contain a list of all materials or other sources of information that were used or consulted in the preparation of the thesis, as well as all references cited in the text. This section must follow the bibliographic format of the appropriate style manual, which will provide

very specific rules for bibliographic entries. It is not acceptable to mix formats within a single bibliography. Only include entries cited in the text.

3. The most important characteristic of good style is **consistency**. The thesis should be consistent with the requirements of the appropriate style manual, and the style must be internally consistent. That is, identical or similar issues of style (type face, format, spacing, etc.) should be treated the same throughout the manuscript.

B. THESIS PREPARATION AND PHYSICAL FORMAT

1. Typing

A word processor/computer should be used for convenience and to produce a high quality final copy.

2. Printing/Paper

A laser or laser-quality (e.g. ink-jet) printer should be used to print the original and all copies. Paper should be plain white acid-free high quality bond, 8 1/2" x 11". All printing should be on one side only.

3. Type Style

Any standard non-script typeface is acceptable, and must be used consistently throughout the manuscript. The normal font size is 10 – 12 points, and should also be used consistently. Larger or smaller font sizes and effects such as boldface or italics may be used for special purposes within the manuscript.

4. Line Spacing

The main body of the text should be double-spaced. Spacing for quotations, titles/captions, notes, bibliography, etc., should follow the specifications of the style manual.

5. Margins

The left edge margin must be 1½ inches in order to accommodate binding; margins on the other three edges should be 1 inch.

6. Justification

The body of the text may be printed with full justification (even edges on both left and right margins) or with left justification only (ragged edge on right margin).

7. Pagination

Every page of the manuscript is assigned a number, but the numbers do not appear on the title page, approval page, dedication, or on the first page of any major division that is more than one page long. Each chapter is considered a major division, and thus no page number is shown on the first page of a chapter. Preliminary pages are assigned small Roman numerals (i, ii, iii, iv, etc.). The remainder of the manuscript, including the main body of text, illustrations, bibliography, and appendices, will use Arabic numerals (1, 2, 3, 4, etc.). Page numbers should appear in the upper right hand corner, at least ¾" from the top of the page.

- 8. Non-standard pages**
If a page must be turned broadside (i.e., is in “landscape” format), the top of the page must have a 1 ½” margin and be inserted toward the binding (left) edge. The page number should appear in the usual upright position.
- 9. Non-standard materials**
Materials such as slides, audio or videocassettes, and computer diskettes or CD’s are sometimes an essential part of a thesis. They should be placed in a packet that may be affixed at the back of the bound thesis, and referenced appropriately in the text.
- 10. Photographs and Illustrations**
Photographs may printed digitally (at least 300 dpi resolution) in the text or can be affixed to a manuscript page with rubber cement or, preferably, with dry-mounting tissue. Or, as non-standard materials, they may be placed in a packet at the back of the bound thesis. Illustrations such as maps must be of high quality with all features, patterns, and shades clearly visible. Low resolution graphics downloaded from the internet are generally unacceptable.
- 11. Oversize pages**
Occasionally charts, graphs, maps, and tables that are larger than the standard page size must be included in the manuscript. If possible, use a different layout or photoreduction to achieve an 8 ½” x 11” page (which may have to be inserted sideways). If absolutely necessary, oversized pages may be carefully folded into the manuscript. Make as few folds as possible so that the folded page fits within the edges of the thesis, and ensure that all folds are on the right and/or bottom edge of the page so that the page may be unfolded after binding. Alternatively, such oversized pages may be treated as non-standard materials.

IV. THESIS ORGANIZATION

A. ORDER AND CONTENT

The thesis as submitted for final approval and binding must be organized in the following order. Sample pages appearing later in this manual will provide examples of formatting. The starred items (*) are required in every thesis; other items are optional.

- *1. **Title Page**
2. **Copyright Notice**
- *3. **Approval Signature Page**
- *4. **Abstract**
5. **Dedication**
6. **Acknowledgements**
- *7. **Table of Contents**
- *8. **List of Tables**
- *9. **List of Figures** (and/or Illustrations, Photographs, Maps, Special Materials, etc.)
- *10. **Body of Text**
- *11. **Bibliography, References, or Selected Bibliography**
12. **Appendices**
13. **Non-standard Materials**

***Approval of Format** This form, signed by the graduate advisor, must be submitted with the thesis, but will not be bound as part of the thesis.

Items 1-9 are considered preliminary pages and are assigned small Roman numerals (e.g., i, ii, iii). Note that Roman numeral ii (on the Copyright Page if there is one), or iii (on the page following the title page and approval pages otherwise) is the first number that will actually appear in the early pages of the manuscript. All other pages of the manuscript (Items 10-13) are assigned Arabic numerals.

B. COMMENTS ON ITEMS OF THE “ORDER AND CONTENT” LIST

***1. TITLE PAGE**

The title page must contain the thesis title spelled correctly; the candidate's name; the candidates' prior degrees, granting institutions, and dates received; the statement “*A thesis submitted to ...*” as shown on the sample page; name of the department or school granting the degree; and the year the degree is to be granted. Consult the department for the exact degree name and the year it will be granted. **(See sample page i.)**

When selecting a title, remember that this work will be a resource for other scholars only if it can be easily located. Modern retrieval methods use the words of the title and sometimes a few other descriptive key words to locate published material. It is essential, therefore, that the title be a meaningful description of the content of your manuscript. Avoid oblique, obscure or humorous references in favor of a straightforward description. Use words as substitutes for formulas, symbols, super- and subscripts, Greek letters, etc.

2. Copyright Notice

Students own the rights to their own work, which may be copyrighted. The University does not provide this service, however, so other channels must be pursued. If a work has already been registered with the Copyright Office, the notice should be inserted following the title page. **(See sample page ii.)**

***3. Approval Signature Page**

This page must be prepared as shown in the sample pages. It must be signed by the thesis committee chair and all committee members *after* the thesis has been defended and approved. Be sure the degree name appears identically on the title and approval pages, and that the names and titles of all committee members are correct. **(See sample page iii.)**

***4. Abstract**

An abstract is required. An abstract must provide a succinct, descriptive account of the work in no more than 350 words. **(See sample page iv.)**

12. Dedication

- 13. Acknowledgements**
This section is often present, but is not required. This page recognizes individuals, groups, and organizations who have assisted in the research and preparation of the thesis. Any funding should be acknowledged here.
- *7. Table of Contents**
This page begins with the words TABLE OF CONTENTS two inches from the top of the page. Details of the page format are found on the sample page. **(See sample page v.)**
- *8. List of Tables**
- *9. List of Figures and/or Illustrations, Photographs, etc.**
The appropriate style manual will have information for preparing these two lists. **(See sample pages vi and vii.)**
- *10. Body of Text**
Refer to the sample pages and especially to the style manual that is being used. The body of the text is normally divided into chapters, with each chapter beginning a new page. Typically, Chapter I serves as the introduction to the thesis, but in some instances it may be appropriate to include a separate introduction prior to Chapter I. If so, it is considered part of the main text, and receives Arabic numerals. **(See sample text pages 1 and 2.)**
- If the research involves human subjects, animals, or biohazards, compliance approvals must be addressed. Approvals for compliance boards, consent, and research instruments (if copyright allows) must be included in the appendices. Copyrighted instruments may be omitted if the copyright prohibits inclusion. Please check with your committee chair for department policy.
- *11. References**
The references list all books, articles, and any other materials consulted cited in the text.
- Specific details of bibliographic format will be found in the appropriate style manual being used. There are two important characteristics of an acceptable bibliography: it is complete and the format is consistent.
- In order to protect the literary property of authors, it may be required to obtain written permission to quote from the copyrighted works of others. A limited amount of material may be quoted under the "fair use" doctrine without permission, but if extensive quotations are used (e.g., a complete poem, an entire chapter, a number of tables or figures, a major section of a test or other written instrument), signed permission must be obtained from the copyright owner and included as an appendix to the thesis. The "fair use" doctrine is based on common sense; consider whether the use of the material is injurious in any way to the author of the original work. If in doubt, secure permission. Most authors are generous in granting permission to use quotation in educational materials.
- 10. Appendices**

The appropriate style manual will described the format.

- **Approval of Format**

This is the final form to be signed, by the graduate advisor, just prior to submission of the final manuscript. This signifies compliance with respect to style and format and is specified by appropriate style manual and the *University of Colorado at Colorado Springs Thesis/Dissertation Manual*.

V. **SAMPLE PAGES**

This final section of the manual contains sample pages of various parts of the thesis, so that you may observe the correct format to be used. Note that all sample pages have a left margin of 1 ½". The sample pages included here, with explanatory material and instructional notes, are:

Title Page

Center all material between margins. List all prior degrees as shown. Use correct name for degree and appropriate department, school, college, or program. The date is the year the degree is awarded.

Copyright Notice

The essential components of the copyright notice are the copyright symbol ©, the full legal name of the author, and the year in which copyright is secured by publication. Note that if this page appears, it will be numbered as ii.

Approval Page

Center between margins. List *all* committee members, the chair first and designated as such, the rest alphabetically. Original signatures of all members must be obtained. It is permissible to photocopy the form with original signatures for inclusion in the second copy of the manuscript; it is *not* appropriate to include a blank or partially completed form in either final copy. The date should be filled in by the committee chair.

Abstract

The abstract begins on the first typing line of the page. Use the appropriate degree abbreviation and discipline in parenthesis on the first line. The body of the abstract is preceded by a triple space and is double-spaced throughout. Footnotes and subheadings are not permitted in abstracts.

Word count: Maximum allowable is 350. Only the body of the abstract, not the heading of the page, is counted. All words, including articles and prepositions, are counted; hyphenated words count as one word; numerals are counted as one word, regardless of the number of digits. If in doubt, count!

Suggestions for minimizing the word count: Keep the text in paragraph form. Do not describe the subject matter of each chapter individually with statement such as "Chapter 3 discusses ..." If itemizing information, avoid enumerating each item because the numerals or letter of enumeration count as words. Avoid equations or formulas. Use acronyms following a first reference, e.g. NASA.

Table of Contents Page

Center the words TABLE OF CONTENTS two inches below the top edge. Triple space and place the word CHAPTER as shown. Align the decimal points for the chapter numbers. Double space between each entry; single space any entry longer than one line, and use a "hanging indention" on the second line as shown. Indent to indicate the various levels of

headings. Preliminary page material, such as references to lists of tables or figures, may be included. If so, place these a triple space below CONTENTS and a triple space above CHAPTER. This page will be assigned a number from iii to vii, depending on which other pages are present. The number will appear on this page, unless this section is more than one page long, in which case only the pages after the first page will display the page number. (Note that the Chapter and Section headings on this page are examples only, and are not meant to describe the headings for every thesis.)

List of Tables/List of Figures

For efficiency, these examples have been placed on the same page. *In a thesis, these must be separate pages.*

Place the word TABLES (FIGURES) two inches from the top edge of the page. Triple-space to the word "Table ("Figure), then double-space to the first table (figure) title. Align the decimal points of the table (figure) numbers. Double-space between entries; single space within each entry, with a "hanging indent".

Text Pages

There are two pages of sample text. The text itself provides explanations for handling chapter titles, headings, indentations, footnotes, etc.

**MEASURES OF URBAN SPRAWL IN COLORADO
SPRINGS, 1950 - 2000**

by

JANE SARAH DOE

B.A., University of Illinois, 1993

A thesis submitted to the Graduate Faculty of the

University of Colorado at Colorado Springs

in partial fulfillment of the

requirements for the degree of

Masters of Arts

in

Applied Geography

Department of Geography and Environmental Studies

2000

Sample Approval Page

This thesis for the Master of Arts degree by
Jane Sarah Doe
has been approved for the
Department of Geography and Environmental Studies
by

Thomas B. Jones, Chair

Alice A. Anderson

John Q. Jones

Date

Doe, Jane Sarah (M.A., Geography and Environmental Studies)

Measures of Urban Sprawl in Colorado Springs, 1950 - 2000

Thesis directed by Associate Professor Thomas B. Jones

This line indicates how the body of the abstract is to begin. The abstract should be double-spaced, and must not exceed 350 words
.
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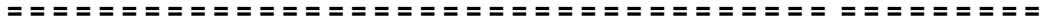
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***Use separate pages for Tables and Figures**

CHAPTER 1

INTRODUCTION

These pages provide examples of thesis text. Each chapter begins on a new page, which will not show a number. Subdivisions of chapters do not start new pages. The word CHAPTER (with its number) is centered two inches from the top edge and printed in boldface capitals. The chapter title, also in bold caps, follows a triple space below¹, followed by another triple space to the body of the text. If the centered chapter title is longer than about four inches, separate it into two or more single-spaced lines and center them.

Remember that the left hand margin of all manuscript pages must be 1 ½" in order to allow sufficient margin for binding. All other margins are 1", although the page number, when it appears, is ¾" from the top edge.

These pages illustrate the ½" paragraph indentation and full (left and right) justification. It is permissible to use left hand justification only, but under no circumstances should the two types of justification be mixed. These pages also contain examples of different types of headings; the placement of footnotes, including the separator line; page numbering; and single-spaced or "blocked quotations". Note that there are at least two lines of a paragraph on a page (no "widows/orphans").

If this were a direct quotation from a book or journal, this is how it should appear if long. Generally, quotes of four or more lines are single-spaced and indented ½" from the left margin. No quotation marks are used. Smaller quotes are simply enclosed with quotation marks in the text. Page numbers must be included with all direct quotes.

¹ Footnotes are permitted for special cases. The spacing that is described on this page and the next is the preferred format. However, in many word processors, it is quite inconvenient to achieve triple spacing while in a double-space format. Thus it is permissible to use an alternative spacing format for headers. As usual, the most important consideration in consistency throughout the entire document.

When returning to the main body of the text, be sure to return to double spacing. Be sure all fonts and font sizes are uniform throughout the text. When citing other's research, use the (author year) format. If you use "a direct quote, then use" (author year: page). Dual authors should list both names (Smith and Jones 2008). For more than two authors, use this (author et al. year). Make sure all entries in the References are complete, with all author names fully spelled out.

Centered Heading

A centered heading² as above is preceded and followed by triple spaces.

This is an Example of a Side Heading that will need to go Two Lines

Side headings³ are set up as shown here. They are preceded by a triple space and followed by a double space. The second line is indented.

Paragraph heading. This is an example of a paragraph heading. It is preceded by a triple space. The text follows immediately after the period which ends the heading. Only the first word of a paragraph heading is capitalized.

³The centered heading is in bold. If the heading is too long to fit on one line, it may be separated into two or more lines and printed single-spaced, centered.

⁴ This side heading has been broken into two lines to show how to set up a heading which is too long to fit on one line (over four inches). The subsequent line(s) is (are) indented from the left margin. Important words are capitalized.

REFERENCES

Here you enter all of the citations you used in your paper. Be consistent with the format.

Do not include works you read but did not cite.

Best wishes for the preparation of an outstanding thesis.