

THE GRADUATE SCHOOL

**UNIVERSITY OF COLORADO AT
COLORADO SPRINGS**

THESIS AND DISSERTATION MANUAL

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October 2008

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/dissertation. The most important of these is the thesis/dissertation committee chair. Each graduate program has faculty who can help with the selection of a thesis/dissertation chair.

All thesis/dissertation committee chairs must have Regular Graduate Faculty appointment. The thesis committee consists of three faculty, with at least two of the faculty holding Regular Graduate Faculty appointments. The dissertation committee consists of five faculty, with at least four of the five faculty holding Regular Graduate Faculty appointment.

It is the responsibility of any graduate student preparing to write a thesis/dissertation to know faculty who are able to serve on committees. Please see Graduate Faculty Appointments when selecting faculty for committee membership. Students should select their thesis/dissertation committee members in consultation with their committee chair.

- B. The student should obtain the following materials:

UCCS Thesis and Dissertation Manual

Approval of Format form and Thesis/Dissertation Checklist form
(in Section II of this manual)

Style manual (as approved by the department)

Schedule of Deadlines

List of current processing charges

Proquest Dissertation Publishing Agreement (doctoral students only)

These materials, or information on how to obtain them, are available from the program department, Graduate School Office, Graduate School web page, the graduate department chair/administrative assistant of the program of interest, or the Kraemer Family Library. Doctoral students only - call the Kraemer Family Library (719-262-3224) at UCCS to obtain information to access the Proquest website (“username” and “login”).

- C. The student is responsible for the compliance with all instructions in the ***University of Colorado at Colorado Springs Thesis/Dissertation Manual***. This manual, the Checklist form (for student use only), and the Schedule of Deadlines should be consulted frequently during the thesis/dissertation experience. Please note that departments may have special requirements but students should generally follow the Thesis and Dissertation Manual requirements.

- D. In consultation and with the approval of the committee chair, the student will schedule a final defense. Copies of the thesis/dissertation in final *draft* form must be distributed to all committee members at a minimum of two weeks prior to the defense. The committee may recommend or require changes to be made in either the content or the format of the thesis/dissertation. Because it may take days or even weeks to make such changes, the thesis/dissertation 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 after the defense, revisions must be completed within **30 days** of the defense, approved by the chair, and two copies of the thesis/dissertation incorporating all approved revisions must be submitted to the Library in order to meet the submission deadline. A student **must be registered at the University during the semester in which the thesis/dissertation defense is held**; a semester is assumed to continue until the first day of classes of the next 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 days of the defense and the semester begins, the student must register for the next semester to complete the revisions, obtain final approval from the thesis/dissertation chair**, and submit the thesis/dissertation to the Library.

- E. Approval of thesis/dissertation content is solely the responsibility of the committee following the thesis/dissertation defense and is indicated by the signatures of all committee members on the Signature Page with the **defense date on** the Signature Page. The Signature Page will be bound into the thesis/dissertation as an unnumbered Roman numeral page ii (or iii if the Copyright Notice is present).
- F. The Approval of Format form can be signed only after the final version of the manuscript has been prepared for submission. When the final copies are ready, the student must obtain the thesis/dissertation committee chair's signature on the **Approval of Format** form. The signed Approval of Format form must be submitted to the Library with the final copies of the manuscript, but it will not be bound into the thesis/dissertation. The Library will acknowledge receipt of the complete thesis/dissertation package and forward the Approval of Format form to the Graduate School.
- G. Two copies of the entire thesis/dissertation and a signed Approval of Format form should be submitted loose leaf to the Technical Services Division of the Library, along with the appropriate processing charges during business hours. Doctoral candidates: Submit a signed Proquest Dissertation Publishing Agreement form with an additional copy of the 1) title page, 2) abstract, 3) one unsigned copy of the Signature Page, and the dissertation processing fees.
- H. Some departments wish to retain copies of all theses/dissertations written by their students. Please check with the chair of the thesis/dissertation committee to determine if a copy of the manuscript should be submitted to the department.

- I. The Library binds both copies of the thesis/dissertation, one for the circulating collection and one for the Archives. A copy of each dissertation is sent to Proquest Dissertation Publishing for publishing and indexing in *Dissertation Abstracts*, then returned and added to the UCCS collection. Additional copies of the manuscript (no more than 10) may be submitted to the Library for binding at the current rate.
- J. The processing charges are subject to change from year to year. See the list of current processing charges for the appropriate fees. These charges are paid to the Library to cover binding costs for two library copies of the thesis/dissertation, and the Proquest Dissertation Publishing costs. A check or money order for all relevant charges, payable to the UCCS, (except Proquest optional fee for doctoral students) must be included with the manuscripts submitted to the Library.
- K. Students wishing to submit the thesis/dissertation by mail must make special arrangements with the committee chair for the final review, securing the necessary signatures on the Approval of Format form, and submitting copies of the manuscripts, Approval Format form, and check to the Library.
- L. Degree candidates who do not meet the specified deadline of defending the thesis/dissertation, and completing the final thesis/dissertation as specified in **Item G**, typically the last day of final exam in the semester the student intends to graduate, will be awarded their degree in the following semester.

II. FORMS

- A. The Approval of Format form requires the signature of the student's thesis/dissertation committee chair. This signed form must be included when the complete thesis/dissertation is submitted to the Library.
- B. The Checklist is primarily for the student's benefit; it enumerates those issues of style and format that will be reviewed for accuracy, consistency, and compliance. This optional form helps the student organize the thesis/dissertation and it is not part of the manuscript.

THESIS/DISSERTATION CHECKLIST

(For Student Use only)

- ___ Title page (see sample): All information correct
- ___ Signature page (see sample): Include committee members' names only, (do not include degrees or certifications)
- ___ Candidate's name - identical on all pages where it appears
- ___ Title identical and correctly spelled on all applicable pages
- ___ Sections and pages in order as specified in Section III
- ___ Contents page refers accurately to headings and subheadings of text
- ___ Page numbering is in two parts: Roman and Arabic, as specified
- ___ Appropriate font style and size for college/department
- ___ Required margins (left – 1½ inch, all others – 1 inch)
- ___ Legible print quality
- ___ Correct page numbering, line spacing of text, quotes, bibliography, and references
- ___ Consistent style and spacing of all headings
- ___ Consistent bibliographic style
- ___ Compliance approvals (e.g., IRB, Consent, instruments, Biohazard, IACUC Approval)

Master's Candidates

- ___ Two complete copies of the thesis
- ___ Abstract (if required by department - 350 words maximum)
- ___ Completed Approval of Format form
- ___ Check for appropriate fees payable to:
 "University of Colorado at Colorado Springs"

Doctoral Candidates

- ___ Two complete copies of the dissertation
- ___ Dissertation must include Abstract (350 words maximum)
- ___ Completed Approval of Format form
- ___ Check for appropriate fees payable to:
 "University of Colorado at Colorado Springs"
- ___ Complete Proquest Dissertation Publishing Agreement form with an additional copy of the title page, signature page (unsigned) and abstract attached.
 Separate check for any optional Proquest fees.

III. MANUSCRIPT STYLE AND FORMAT

The Thesis and Dissertation Manual provides the specifications required for all theses and dissertations presented for graduate degrees at the University of Colorado at Colorado Springs. These requirements are based on universally accepted format standards for scholarly work. 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 dissertation will be awarded until an approved manuscript has been submitted.

This section provides basic information and is designed to be used in conjunction with an approved style guide or handbook approved by your college/department.

Example of approved style manuals include:

AIAA *Style and Typing Instructions*.
American Institute of Aeronautics and Astronautics, Washington, D.C.

APA *Publication Manual of the American Psychological Association*
American Psychological Association, Washington D.C.

CMS *Chicago Manual of Style*
University of Chicago Press, Chicago.

IEEE *Style sheet for IEEE Transactions*
Institute of Electrical and Electronic Engineers

JPR *Style Manual*
Journal of Physical Reviews

A. STYLE

1. The **style** manual is designated by the academic college/department.
2. The most important characteristic of good style is **consistency**. The thesis/dissertation 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/DISSERTATION PREPARATION AND PHYSICAL FORMAT

1. The manuscript must be typed.
2. Printing/Paper.
A laser or laser-quality printer should be used to print the original or all copies of the manuscript. Paper should be plain white acid-free high quality

bond 8½” x 11”. All printing should be on one side only. **Note:** “CU bond” is not required for print copies in the Library.

3. **Type style.**
Any standard non-script type face 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. Please consult your department approved style manual.
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 should be 1½” 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 page, or on the first page of any major division (i.e., chapter) that is more than one page long. Each chapter is considered a major division; thus, no page number is shown on the first page. Preliminary pages are assigned small Roman numerals (e.g., i, ii, iii, iv). The remainder of the manuscript, including the main body of the text, illustrations, bibliography, and appendices, will use Arabic numerals (1, 2, 3, 4, etc.). Page numbers should appear in the upper right hand corner.
8. **Non-standard pages**
If a page must be turned broadside or “landscaped” format, and the top of the page must have a 1½” 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, audiocassettes, videocassettes, and computer diskettes (CD) 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/dissertation, and referenced appropriately in the text.

10. **Photographs**
Photographs may be affixed to a manuscript page with rubber cement or preferably with dry mounting tissue. If this method is not used, follow the directions in Item 9, regarding non-standard materials placed in a packet at the back of the bound thesis/dissertation.
11. **Oversize pages**
Occasionally charts, graphs, maps, and tables that are larger than the standard page size must be included within the manuscript. If possible, use a different layout or photo reduction to achieve an 8½" 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 the folds are on the right and/or on the 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. MANUSCRIPT ORGANIZATION

A. ORDER AND CONTENT

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

- *1. **Title Page**
2. **Copyright Notice**
- *3. **Signature Page**
4. **Abstract** (*required for Ph.D. dissertations, or by department).
5. **Dedication**
6. **Acknowledgements**
- *7. **Table of Contents**
8. **List of Tables**
9. **List of Figures** (and/or Illustrations, Photographs, Maps, Plates, 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 thesis/dissertation chair, must be submitted with the thesis/dissertation, but will not be bound as part of the manuscript.

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 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 IN THE “ORDER AND CONTENT” LIST

*1. **Title Page**

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

When selecting a title, remember that this work will be a resource for other scholars only if it can be 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 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. Students may choose to include a copyright “c” page. If students want to formally register their copyright, please seek advice from the Library. The University does not provide this service; however, other channels can be pursued. To copyright a doctoral dissertation, the copyright portion of the Proquest Dissertation Publishing form should be completed and submitted with the dissertation. If a work has already been registered with the Copyright Office, the copyright notice should be inserted following the title page (**See sample copyright page**).

*3. **Signature Page**

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

4. **Abstract**

An abstract is required for all doctoral dissertations; it is optional for master’s theses. An abstract must provide a succinct, descriptive account of the work in no more than 350 words (**See sample abstract**).

5. **Dedication**

6. **Acknowledgements**

This section is often included but it is not required. This page recognizes individuals, groups, and organizations that assisted with the research and preparation of the thesis/dissertation. Any funding should be acknowledged here.

*7. **Table of Contents**

This page begins with the word TABLE OF CONTENTS two inches from the top of the page. Details of the page format are found on the sample page (**See sample Table of Contents**).

8. **Tables**

9. **Figures and/or Illustrations, Photographs, etc.**

The appropriate style manual will have information for preparing these two lists (**See sample pages**).

*10. **Body of Text**

Refer to 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 being a new page. Typically, Chapter 1 serves as the introduction to the thesis/dissertation, but in some instances it may be appropriate to include a separate introduction prior to Chapter 1. If so, it is considered part of the main text, and receives Arabic numerals (**See sample pages**).

For theses and dissertations that include a method section, and 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 college/department policy.

*11. **Bibliography/References**

The bibliography lists all the books, articles, and any other materials consulted in preparing the thesis/dissertation. A separate reference section may be used to list all works cited in the text.

Specific details of the 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 format is consistent.

In order to protect the literary property of authors, the student using someone else's work may be required to obtain written permission

to quote from others' copyrighted works. 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 in the thesis/dissertation. 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 quotations in educational materials.

12. **Appendices**

The appropriate style manual will describe the format. Watch including copyrighted material without permission.

13. **Non-standard Materials**

Approval of Format form

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

**AUTOGRAPHED LETTERS OF MARCUS WHITMAN
FROM THE OREGON COUNTRY IN 1846**

by

JANE SARAH DOE

B.A., University of Illinois, 2004

A thesis or dissertation (select one) 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/Doctorate in Philosophy (select one)

Department of History

2008

Sample Signature Page for Masters

This thesis for Masters of Arts degree by

Jane Sarah Doe

has been approved for the

Department of History

by

Thomas B. Jones, Chair

Alice A. Anderson

John Q. Jones

Date

Sample Signature Page for PhD

This dissertation for Doctorate of Philosophy degree by

Jane Sarah Doe

has been approved for the

Department of History

by

Thomas B. Jones, Chair

Alice A. Anderson

John Q. Jones

Mary J. Lee

Carolyn C. Smith

Date

Doe, Jane Sarah (M.A. or Ph.D., History)

Autograph Letters of Marcus Whitman from the Oregon Country in 1846

Thesis/Dissertation (select one) 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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***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 1½” in order to allow sufficient margin for binding. All other margins are 1”. Page numbers are to be in the right corner header (top of page on right).

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

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

numbering; and single-spaced or “blocked” quotations. Note that there are at least two lines of a paragraph on a page (no “window/orphans”).

If this were a direct quotation from a book or journal, the style manual will describe how it should appear. Generally, quotes of four or more lines are single-spaced and indented ½” from the left margin. No quotation marks are used. A footnote is used to cite the reference.²

When returning to the main body of the text, be sure to return to double spacing.

Centered Heading

A centered heading³ as above is preceded and followed by triple spaces.

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

Side headings⁴ 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 triple space. The text follows immediately after the period, which ends the heading. Only the first word of the paragraph heading is capitalized.

Best wishes for the preparation of an outstanding thesis/dissertation.

² In this footnote, the citation for the quotation should appear, using the bibliographic format from the appropriate style manual.

³ The 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. (FN: Oct 28, 2008rev)