

**THE GRADUATE SCHOOL**

**UNIVERSITY OF COLORADO AT  
COLORADO SPRINGS**

**THESIS AND DISSERTATION MANUAL**

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**Spring 2005**

# 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/dissertation advisor, who serves as chair of the thesis/dissertation committee. This committee will consist of two to four additional faculty, who should be chosen in consultation with the thesis advisor. Also, each graduate program has a graduate advisor who 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 any graduate student preparing to write a thesis/dissertation to know who these faculties are in order to seek their advice.

B. The student should obtain the following materials:

*UCCS Thesis/Dissertation Manual*

Approval of Format and Thesis/Dissertation Checklist

(in Section II of this manual)

Style manual (as approved by the department)

Schedule of Deadlines (from the program he/she wishes to graduate)

List of current processing charges

UMI Information Booklet (doctoral students only)

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

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 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 the content or the format of the thesis. Because it may take days or even 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, in order to meet the deadline for submission of the thesis to the Library. 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.

- 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 in content are made) and is indicated by the signatures of all committee members 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. The Graduate School will notify the student's department of thesis acceptance by returning a copy of the Approval of Format.
- G. Two 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. Doctoral candidates must also submit a signed UMI form (including an additional copy of the title page and abstract) with the dissertation processing charge. Students should contact the Technical Services Division of the Library (262-3291) to establish an appointment to submit the thesis.
- H. Some departments wish to retain copies of all theses written by their students. Please check with the chair of the thesis committee or graduate advisor 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 UMI for microfilming and indexing in *Dissertation Abstracts* and is then returned and added to the CU-Colorado Springs collection. Up to two additional copies 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. The dissertation fee additionally covers microfilming costs. A check or money order for all relevant charges, payable to the University of Colorado at Colorado Springs, must be included with the manuscript to the Library. Doctoral students wishing to copyright their dissertations should include a separate check to UMI for the appropriate amount.
- 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 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 of that semester) 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 FORMS**

This section contains 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.



## THESIS/DISSERTATION CHECKLIST

- \_\_\_\_\_ Title page (see sample); all information correct
- \_\_\_\_\_ Approval page (see sample); committee members' names correct
- \_\_\_\_\_ 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 refers 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 – 1½“, others – 1”)
- \_\_\_\_\_ Adequate print quality
- \_\_\_\_\_ Correct page numbering
- \_\_\_\_\_ Correct line spacing of text, quotes, bibliography
- \_\_\_\_\_ Consistent style and spacing of all headings
- \_\_\_\_\_ Approved bibliographic style
- \_\_\_\_\_ Consistent bibliographic style

### Master's Candidates

- \_\_\_\_\_ Two complete copies of thesis
- \_\_\_\_\_ Completed Approval of Format
- \_\_\_\_\_ Check for appropriate fees payable to:  
“University of Colorado at Colorado Springs”

### Doctoral Candidates

- \_\_\_\_\_ Two complete copies of dissertation
- \_\_\_\_\_ Dissertation must include Abstract (350 words maximum)
- \_\_\_\_\_ Completed Approval of Format
- \_\_\_\_\_ Check for appropriate fees payable to:  
“University of Colorado at Colorado Springs”
- \_\_\_\_\_ Completed *UMI Doctoral Dissertation Agreement Form* with an additional copy of the Title Page and Abstract attached.

### III. THESIS STYLE AND FORMAT

This booklet 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, 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 dissertation 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.

Approved style manuals are:

- AIAA** *Style and Typing Instructions*  
American Institute of Aeronautics and Astronautics, Washington, D.C.
- APA** *Publication Manual of the American Psychological Association, 4<sup>th</sup> ed.*  
American Psychological Association, Washington D.C. 1994
- CMS** *Chicago Manual of Style*  
University of Chicago Press, Chicago, 1993
- IEEE** *Style sheet for IEEE Transactions*  
Institute of Electrical and Electronic Engineers
- JPR** *Style Manual*  
Journal of Physical Reviews

Master's degrees theses and doctoral dissertations in these disciplines will follow the style manual indicated:

Applied Geography	<b>CMS</b>	Engineering	<b>CMS, AIA</b>
Applied Mathematics	<b>CMS</b>	History	<b>APA</b>
Basic Science	<b>APA</b>	Psychology/Geropsych	<b>APA</b>
Communication	<b>APA</b>	Physics	<b>JPR</b>
Computer Science	<b>CMS</b>	Sociology	<b>APA</b>
Electrical & Computer Eng	<b>IEEE</b>		

## A. STYLE

1. The **style** used must be the one designated by the academic department, and will follow explicitly the appropriate style manual.
2. 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.

3. The **bibliography** or **reference section** is a critical component of every thesis. It must contain a list of all materials and 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.
4. 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 or all copies. Paper should be plain white acid-free high quality bond 8½" x 11". All printing should be on one side only.

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.
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” 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, nor 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 the chapter. Preliminary pages are assigned small Roman numerals (I, ii, iii, iv, etc.). 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, 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 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, 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**

Photographs may 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.

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. 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 Page**
4. **Abstract** (\*required for Ph.D. dissertations)
5. **Dedication**
6. **Acknowledgements**
- \*7. **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 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. Note that 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. All other pages of the manuscript (items 10-20) 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; the candidate’s name; the candidate’s 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 note on page 15 and sample page i.)

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, 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. To copyright a doctoral dissertation, the copyright portion of the UMI 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 note on page 15 and sample page ii.)**

\*3. **Approval 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 names appear identically on the title page and approval pages, and that the names and titles of the committee members are correct. **(See note on page 15 and sample page iii.)**

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 note on page 15 and sample iv.)**

5. **Dedication**

6. **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. **Contents**

This page begins with the word CONTENTS two inches from the top of the page. Details of the page format are found on the sample page. **(See note on page 15 and 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 note on page 16 and sample pages vi and vii.)**

\*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, 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 1 and 2.)

\*11. **Bibliography/References**

The bibliography lists all the books, articles, and any other materials consulted in preparing the thesis. 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, 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 quotations in educational materials.

12. **Appendices**

The appropriate style manual will describe 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 as specified by the 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 1½". 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 ucompleted form in either final copy. The date should be filled in by the committee chair.

### **Abstract** (Required only for doctoral dissertations)

The abstract begins on the first typing line of the page. Use the appropriate degree abbreviation and discipline in parentheses 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 word count 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 number of digits. If in doubt, count!

Suggestions for minimizing 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 numerals or letters of enumeration count as words. Avoid equations or formulas. Use acronyms following a first reference, e.g. NASA

### **Contents Page**

Center the word 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 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 on 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, footnotes, etc.

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

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  
Department of History

1997



This thesis for Master 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

---

Mary Lee

---

Carolyn C. Smith

---

Date

Doe, Jane Sarah (M.A., History)

Autograph Letters of Marcus Whitman from the Oregon Country in 1846

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.....

.....

.....

**CONTENTS**

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**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 below<sup>1</sup>, 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”, 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

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<sup>1</sup> 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.<sup>2</sup>

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

### **Centered Heading**

A centered heading<sup>3</sup> 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 headings<sup>4</sup> 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.

---

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

<sup>3</sup> 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.

<sup>4</sup> 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.