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January 2012
I. PROCEDURES FOR PREPARING AND 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 http://www.uccs.edu/~gradschl/ when selecting faculty for committee membership. Students should select their thesis/dissertation committee members in consultation with their committee chair.

B. The student will need the following materials, all of which are available on the Graduate School website http://www.uccs.edu/~gradschl/:

Schedule of Deadlines for current academic year

UCCS Thesis and Dissertation Manual
Thesis Submission Procedures (for Master’s Thesis only)
Dissertation Submission Procedures (for Dissertations only)
List of Thesis and Dissertation Submission Fees
Approval of Format form (for both Theses and Dissertations)
Electronic Dissertation Signature and Approval form (for Dissertations only)
Thesis/Dissertation Checklist form (in Section II of this manual)

In addition, the student will need the Style Manual as approved by the department. (See page 9 of this manual for examples of approved style manuals.)

C. The student is responsible for compliance with all instructions in the University of Colorado Colorado Springs Thesis and 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, and in the case of dissertations submitted electronically, by 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 in the case of Master’s theses, and on the Electronic Dissertation Signature and Approval Form in the case of Dissertations. NOTE: the Signature Page is included in both print and electronic copies of a dissertation but without the actual signatures. 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 print copies of the entire thesis/dissertation and a signed Approval of Format form must be submitted loose leaf to the Technical Services Division of the Kraemer Family Library, along with the appropriate submission fees. Dissertations must also be submitted electronically, and a completed, signed Electronic Dissertation Signature and Approval Form must be submitted with the print copies after electronic submission has been completed. For additional information, please see the current Thesis Submission Procedures or
Dissertation Submission Procedures on the Graduate School website. The Library binds both print copies of the thesis/dissertation, one for the circulating collection and one for the University Archives. Additional personal copies of the thesis/dissertation manuscript (no more than ten) may be submitted to the Library for binding at the current rate. Thesis/dissertation submission fees are subject to change from year to year. See the List of Thesis and Dissertation Submission Fees for current charges. Electronic dissertations will eventually be available online in the Library’s Digital Repository.

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. 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 in the case of a dissertation the Electronic Dissertation Signature and Approval Form, and submitting copies of the manuscripts, forms, and fee payment to the Library.

J. Degree candidates who do not meet the specified deadline for defending the thesis/dissertation, and completing the final thesis/dissertation submission process as specified in Item G, typically the last day of final exams in the semester the student intends to graduate, will be awarded their degree in the following semester.

II. FORMS

The following forms are used in the thesis/dissertation submission process. Sample forms are included here, and fillable versions of forms A and B are also available on the Graduate School website [http://www.uccs.edu/gradschl/index.html](http://www.uccs.edu/gradschl/index.html).

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 Electronic Dissertation Signature and Approval Form requires the signature of all committee members and is used in lieu of the signature page in the dissertation. The dissertation will include a signature page but without actual signatures. This form also includes the student’s agreement for electronic submission of the dissertation.

C. The Thesis/Dissertation 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.
Approval of Format

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

Candidate: ____________________________________________

Degree: ______________ Discipline: _________________________

Thesis/Dissertation Title (please print): _______________________

________________________________________________________________

________________________________________________________________

I have examined the final copy of this thesis/dissertation. I have determined that its style and format are in compliance with the UCCS Thesis/Dissertation Manual and the college/department approved style manual. This thesis/dissertation meets acceptable presentation standards of scholarly work in this discipline. The signature on this form indicates that all changes (if necessary) recommended at the time of the thesis/dissertation defense have been incorporated into the final manuscript. If applicable, documentation of approvals from the appropriate institutional committee approving the use of human subjects, animals, and/or biohazards is included in the thesis or dissertation.

Chair of Thesis/Dissertation Committee  (Print Name)

Chair of Thesis/Dissertation Committee  (Signature)   Date

For Library Use Only:

The Library acknowledges receipt of this thesis/dissertation on_________.   Date ________ Initials

For dissertations only, electronic submission completed on _______________.   Date

Comments: __________________________________________________________________________

____________________________________________________________________________________

Forwaded to the Graduate School on ________

Date

Revised: 2011
Electronic Dissertation Signature and Approval Form

Last Name_________________________   First Name________________   Middle Name ___________
Suffix ____

Student ID #_________________________   College/Department ________________________________

Non-UCCS Email Address_______________________

Daytime Phone #_______________________ Home   Office   Mobile

Permanent Mailing
Address__________________________________________________________

Date of Dissertation Defense_______________________   Date Degree will be Conferred______________

Dissertation Title:___________________________________________________

_____________________________________________________________________

Review and Acceptance of dissertation: The above-mentioned dissertation has been reviewed and accepted by the student’s dissertation committee.

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Printed Name</th>
<th>Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Committee Chair)</td>
<td>___________________________</td>
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<td>_______________________</td>
</tr>
</tbody>
</table>
Student Agreement

I hereby certify that I have obtained and attached hereto written permission statements from the owner(s) of each third party copyrighted matter included in my dissertation allowing distribution as specified below.

I hereby grant to the Regents of the University of Colorado, on behalf of the University of Colorado at Colorado Springs, a free, perpetual, irrevocable, non-exclusive, worldwide, royalty-free license to archive and make accessible, under the conditions specified below, my dissertation in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the dissertation. I also retain the right to use in future works (such as articles or books) all or part of this dissertation.

I hereby certify that the version of the dissertation submitted is the same as that approved by my advisory committee. I agree to abide by the statements in this document and agree that this Signature and Approval Form updates any and all previous Signature and Approval Forms submitted.

I agree that my dissertation may be placed in the UCCS Digital Repository with the following status:

______ 1. Release the entire work immediately for access worldwide. (Open Access at no cost)

______ 2. Release the entire work in the Digital Repository only (campus access), except for interlibrary sharing of electronic or printed copies, for 2 years after which it will be released for open access. (No embargo option may be selected at ProQuest.)

______ 3. Restrict all access for a maximum of: 6 mo. _____ 1 year _____ 2 years _____
   (The time period in this selection must be the same as the one on your ProQuest form.)

---------------------------------------------
Student Printed Name

---------------------------------------------
Student Signature                      Date

This document meets all the requirements of the Graduate School for electronic submission and release to the UCCS Digital Repository.

---------------------------------------------
Kraemer Family Library Dissertation Specialist                      Date

(Updated January 2012)
THESIS/DISSertation Checklist
(For Student Use only)

___ Title page (see sample): All information must be spelled correctly
___ Signature page (see sample): Include committee members’ names only, (do not include degrees or certifications) NOTE: the signature page for a thesis will be signed by committee members but the signature page for a dissertation will not include actual signatures.
___ 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 print copies of the thesis
___ Completed Approval of Format form
___ Payment for appropriate fees (see current submission fee schedule)

Doctoral Candidates
___ Meeting with the Library prior to defense to discuss electronic submission process
___ Electronic submission on the ETD website (see Dissertation Submission Procedures)
___ Two complete print copies of the dissertation
___ Abstract (350 words maximum)
___ Completed Electronic Dissertation Signature and Approval Form
___ Completed Approval of Format form
___ Payment for appropriate fees (see current submission fee schedule)
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 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.

Examples 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) at the centered bottom of the page. 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. For a master’s thesis, it must be signed by the thesis committee chair and all committee members after the thesis has been defended and approved. For a dissertation, the signature page is included in the dissertation, but the Electronic Dissertation Signature and Approval Form is signed by the committee chair and all committee members after the dissertation has been defended and approved in lieu of the dissertation signature page. 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, if the research involves human subjects, animals, or biohazards, compliance approvals must be addressed. Approvals from 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.

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 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
Master of Arts/Doctor of Philosophy (select one)
Department of Psychology

2008
Sample Signature Page for Master’s Degree

This thesis for the 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

Date

iii
Sample Signature Page for Doctor of Philosophy Degree

This dissertation for the Doctor of Philosophy degree by

Jane Sarah Doe

has been approved for the

Department of Psychology

by

__________________________
Thomas B. Jones, Chair

__________________________
Alice A. Anderson

__________________________
John Q. Jones

__________________________
Mary J. Lee

__________________________
Carolyn C. Smith

__________________________
Date

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

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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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\(^1\), 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 indention 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: March 2011rev)