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CHAPTER I
INTRODUCTION

This manual has been created as a guide to help you establish the physical format and appearance of your thesis or dissertation. Submission of this document is the final step in a program leading to conferral of a graduate degree.

Your dissertation or thesis is a scholarly publication reflecting the results of your research and academic pursuits at the University of Oregon. As such, your document makes a statement about you and the quality of your research, your department, and the standards of excellence upheld by the University of Oregon. Your thesis or dissertation is made available to the international academic community and the public through the UO Libraries and is microfilmed for the University of Oregon archives. All dissertations also are published by ProQuest/UMI.

Thesis or Dissertation

At the University of Oregon, the term “thesis” refers to the research paper required for a master’s degree and “dissertation” refers to the doctoral degree research paper. Throughout this manual, both the thesis and the dissertation will be referred to by the term “thesis” unless the information is specific to master’s or doctoral students. You also will see references to “manuscript” and “document” to indicate both the master’s thesis and the doctoral dissertation. Where format requirements differ, the specific requirements for each document will be indicated.

Graduate School Approval

Your thesis is a professional document and should meet professional standards in content and appearance. The Graduate School has established guidelines to ensure uniformity in style and format, and your document must meet these standards to be approved.

Student Responsibility

It is the student’s responsibility to read and fulfill the requirements presented here and to submit a document of the highest quality. The Graduate School does not edit for content or grammar. Correct grammar, punctuation, and spelling always should be used, and these aspects are the responsibility of the student. Please consult your department and your advisor for specific content requirements. Proofreading is the responsibility of the student and his or her advisor.

Style

Most format requirements in this Thesis and Dissertation Style and Policy Manual take precedence over format rules found in other style manuals. Format includes definition of the parts of the thesis and the order in which they are presented, the style of the prefatory pages, the type font, margins, and spacing, the order and placement of page
numbers, the information to be included in the Table of Contents, List of Tables, and List of Figures, and the requirement for permission to reproduce copyrighted material.

Matters regarding the intellectual content and some aspects of style (e.g., footnote format and placement and formatting of in-text citations, references cited section, tables, and figures) are discipline specific and should be determined in consultation with your advisor and committee. You are encouraged to consult your committee about specific style issues before you begin to prepare your manuscript, especially if you are going to be importing material from other documents or computer programs.

The Graduate School will recommend a student for the degree sought only when the thesis completely satisfies the requirements stated in the current edition of the University of Oregon Thesis and Dissertation Style and Policy Manual.

Do not use previously published University of Oregon theses you find in the library or on the Internet as examples of style and format. Requirements change periodically, and exceptions to rules may have been allowed for reasons that do not apply in all cases. Students are responsible for meeting the requirements of the Style and Policy Manual in effect at the time of graduation.

**Thesis Editor**

Each term, the Thesis Editor is available to consult with students during drop-in office hours only. Although consultations are not required, we very strongly recommend that students meet with the Editor well before the final thesis draft is completed. This review usually takes 10–15 minutes and, due to time limitations, cannot be thorough or definitive. (Proofreading is the responsibility of the student and his or her advisor.) Because formatting issues are the primary concern in this review, the copy of your document that you bring to the consultation does not have to be the final version.

You may email a copy of your document to the Editor as an attachment before the consultation (preferred) or you may bring a paper copy or a digital copy on a personal flash drive (preferred) or a laptop computer. Pages for review should include the prefatory pages (need not be in their final form), some sample chapters containing footnotes, tables, figures, block quotes, and the References Cited section. Consultations also may be conducted via email rather than in person. For questions regarding style and format, contact the Editor at gradedit@uoregon.edu.
CHAPTER II

RESEARCH ETHICS AND COMPLIANCE

Research Ethics

All students have a responsibility to conduct and report the results of their research in an open and ethical manner. A thesis represents the culmination of years of academic preparation and uniquely expresses a student’s training, skills, and ideas. A thesis therefore deserves the student’s greatest effort and, as with all scholarly work, demands compliance with the highest ethical standards.

Ethical misconduct in research is any “fabrication, falsification and plagiarism in proposing, conducting or reporting research or other scholarly activities.”¹ Fabricating research findings refers to making up results, and falsifying research results refers to altering, misrepresenting, or selectively reporting findings.² Each of these acts violates the integrity of the research process and constitutes a serious breach of accepted ethical standards. Ethical research practice therefore requires that students at all stages of the research process conduct their research in an open and honest manner and make every effort to ensure the accuracy of their findings.

Plagiarism is a form of ethical misconduct in research and consists of the intentional or unintentional “use of the words, ideas, diagrams of publicly available work without appropriately acknowledging the sources of these materials.”³ Thus, any use of the words, phrases, ideas, or work of others in any form without acknowledgment of the original sources constitutes plagiarism and is subject to serious penalty. Students should be aware that the ordering of ideas in a discussion, the content of a literature review, and the listing of references at the end of a discussion may reflect the thinking of others. Such contributions must be acknowledged.⁴ Students at the University of Oregon are expected to maintain the highest ethical standards in proposing, conducting, and reporting their research in the thesis or dissertation.

Research Compliance

Students using human or animal subjects must receive permission (and a protocol number) from either the Committee for the Protection of Human Subjects (Research Compliance Services, 346-2510) or the Institutional Animal Care and Use Committee (Office of Veterinary Services and Animal Care, 346-4958). These offices may also be contacted for protocol review schedules, information on the preparation of subjects, and a detailed explanation of procedures.

² Ibid., 8–9.
CHAPTER III

REQUIREMENTS FOR MASTER’S THESSES

NOTE: M.F.A. students in the Creative Writing Program have different requirements and should refer to the Creative Writing Thesis Style and Policy Manual (http://gradschool.uoregon.edu/crwr-thesis).

A thesis is a substantial document presenting independent research that makes a contribution to the current body of knowledge in a scholarly field. The author may conduct an original investigation or develop an original interpretation of existing research and/or literature. A thesis adheres to a standard format, generally including five basic chapters or divisions: an introduction and statement of the problem, a review of the literature pertinent to the problem, an explanation of the materials and methods used to solve the problem, a discussion of results, and a conclusion. A formal list of references cited in the thesis also is required. A thesis must be formatted to conform to the Graduate School specifications as stated in the current University of Oregon Thesis and Dissertation Style and Policy Manual. The thesis is presented to the Graduate School, recorded on the student’s transcript, and forwarded to the UO Libraries for cataloging into Scholars’ Bank.

There are both departmental and Graduate School requirements for successful completion of a thesis. The student is responsible for requesting information from the major school or department about the various steps involved and the standards expected by the department.

Students also are responsible for familiarizing themselves with the Graduate School requirements for the thesis option.

Registration Requirements

Master’s degree candidates pursuing the thesis option must include a minimum of 9 credits of 503 Thesis in their program plan. Once a student commences work on the thesis, the Graduate School expects registration in 503 Thesis each term. The thesis is the final requirement for the master’s degree and is submitted to the Graduate School in the term the degree is to be awarded. Students must be enrolled for a minimum of 3 credits of 503 Thesis in the term of completion. Only students pursuing the thesis option may register for 503 Thesis credits. The 503 Thesis grading option is Pass/No Pass only. Students making satisfactory progress toward the completion of the thesis will receive a grade of Incomplete for 503 Thesis each term; the Incompletes will be replaced by a grade of Pass only after the Graduate School has accepted the thesis and awarded the master’s degree.

Submission Procedures and Requirements

The thesis is the final requirement for a master’s degree and is submitted to the Graduate School as an electronic document during the term the student plans to graduate.

To ensure awarding of the degree, thesis students need to be aware of the steps listed below. Each step has deadlines. Note: The dates for these deadlines differ
from one academic year to the next. For the exact dates, see the Graduate School website Deadlines pages (see Appendix A for link) for the completion of degree requirements.

1. Early in the term in which the degree is to be awarded:
   • Complete the online “Application for Advanced Degree” with Thesis Option indicated. (See Appendix A for link.)
   • Establish login name/password: this can be used to access the “Certificate of Submission” and to review the “Application for Advanced Degree.”

2. No later than deadline for the term in which the degree will be awarded:
   • Upload the thesis to the ProQuest/UMI site (see detailed instructions on the Thesis and Dissertation page on the Graduate School website). **Note:** a thesis may be uploaded any time before this deadline. The uploaded thesis must be accompanied by the appropriate payment (see Chapter V for information on ProQuest/UMI, including required fees and payment information).
   • To verify the official name of your department, see “Departmental Names: Thesis” on the Graduate School website (see Appendix A for link).
   • The Thesis/Dissertation Document Approval form (see Appendix A for link) must be filled out and printed and must have the original **not scanned or electronic** signatures of the student and the chairperson(s). If you have both a chairperson(s) and an advisor, both must sign. Bring or send this completed form to the Graduate School.
   • The Thesis/Dissertation Submission Form (see Appendix A for link) must be filled out and printed and must have the original signature of the student. Bring or send this completed form to the Graduate School.

3. For the next 4 weeks after you have uploaded your thesis:
   • You must stay in touch with the Graduate School until you get final approval notification.
   • After the thesis has been submitted to the to the ProQuest/UMI site, it will be reviewed by the Thesis Editor for acceptable format. A list of required format corrections will be sent to the student.
   • The student should expect a turn-around time of 1 to 2 weeks for the correction list. The student must upload the corrected version of the document to the ProQuest/UMI site within 1 week after receipt of the corrections list.
   • The degree will not be awarded until all thesis corrections have been approved.

4. Check with your department to determine whether a paper copy of the final approved dissertation is required for the departmental library.

**THINGS TO REMEMBER**

**Deadlines**

The dates for these deadlines differ from one academic year to the next. For the exact dates, see “Master’s Degree Deadlines” on the Graduate School website (see Appendix A for link).
Official Department Name

To verify the official name of your department, see “Departmental Names: Thesis” on the Graduate School website (see Appendix A for link).

Language Requirements

The thesis must be written in English, including most quoted materials, with the exception of epigraphs. Under exceptional circumstances and with prior approval by the Dean of the Graduate School, another language may be used. Native language other than English does not constitute an exceptional circumstance. Commonwealth (British) spelling is allowed but must be used consistently throughout.

Faculty Approval

Approval of your final thesis is indicated by the original signatures (scanned and electronic copies are not acceptable) of the chairperson(s) and advisor (if applicable) on the Thesis/Dissertation Document Approval (see Appendix A for link). Your uploaded thesis will not be reviewed until this form has been turned in to the Graduate School.

Thesis Correction Policy

After you have uploaded your completed thesis to the ProQuest/UMI website, the following policy will be in effect:

1. When you upload your thesis, the Graduate School is accepting it as a finished document. The Thesis Editor will review the document for format problems only. Only those corrections specifically requested by the Editor will be accepted.
2. Because the correction and approval process can take up to 30 days, students must maintain e-mail contact with the Graduate School during this entire time to ensure graduation for that term. If there is a possibility that you will be incommunicado during this period, you should plan to upload your thesis well before the published deadline or plan to have someone designated to act for you.

The master’s degree will not be awarded until all thesis corrections have been completed and approved.
CHAPTER IV

REQUIREMENTS FOR DOCTORAL DISSERTATIONS

A dissertation is a substantial document presenting independent research that makes a contribution to the current body of knowledge in a scholarly field. The author may conduct an original investigation or develop an original interpretation of existing research and/or literature. A dissertation adheres to a standard format, generally including five basic chapters or divisions: an introduction and statement of the problem, a review of the literature pertinent to the problem, an explanation of the materials and methods used to solve the problem, a discussion of results, and a conclusion. A formal list of references cited in the dissertation also is required. A dissertation must be formatted to conform to the Graduate School specifications as stated in the current University of Oregon Thesis and Dissertation Style and Policy Manual. The dissertation is presented to the Graduate School, recorded on the student’s transcript, and forwarded to the UO Libraries for cataloging into Scholars’ Bank.

There are both departmental and Graduate School requirements for successful completion of a dissertation. Students are responsible for requesting information from the major school or department about the various steps involved and the standards expected by the department.

Students also are responsible for familiarizing themselves with the Graduate School requirements for dissertations.

Registration Requirements

Each candidate for the doctoral degree must be registered for a minimum of 3 credits of 603 Dissertation the term previous to and the term in which the degree is conferred. (Audit registration is not acceptable.)

All doctoral candidates must include a minimum of 18 credits of 603 Dissertation in their program plan. Once a student commences work on the dissertation, the Graduate School expects continuous registration in 603 Dissertation each term. Students making satisfactory progress toward the completion of the dissertation will receive a grade of Incomplete for 603 Dissertation each term; the Incompletes are replaced by a grade of Pass only after the Graduate School has accepted the dissertation and awarded the doctoral degree.

Completion Procedures and Requirements

The dissertation is the final requirement for a doctoral degree and must be submitted to the Graduate School as an electronic document during the term the student plans to graduate. To initiate the degree completion process, the student must submit both the “Application for Advanced Degree” and an “Application for Final Oral Defense.” See detailed instructions below.
TO ENSURE AWARDING OF THE DEGREE, DOCTORAL STUDENTS MUST BE AWARE OF THE FOLLOWING STEPS

1. **Application for Degree:** No later than the second week of the term in which you expect to graduate (before you apply to hold your oral defense), submit your “Application for Advanced Degree” online. Access to the form is on the Graduate School website (see Appendix A in this manual for link). You must apply for the degree for the term in which you plan to graduate. Check the Graduate School website for completion deadlines.

2. **Application for Final Oral Defense:** To complete the online process for obtaining “Confirmation of Agreement to Attend an Oral Defense,” log onto GradWeb. By entering the Oral Defense module, you are indicating your readiness to schedule an oral defense. By this time, you should have obtained provisional commitment from your doctoral committee members that they will be available at the specified day and time you wish to hold your defense.

3. **Important 3-week deadline:** The process of application for the final oral defense must be completed no less than 3 weeks before the date of the defense. Please be sure to allow yourself enough time for the online process of obtaining e-mail confirmations from the faculty so that you can meet the submission deadline 3 weeks before the defense date.

4. If one of the **inside members** of your committee is unable to attend your oral defense, you may file an “Oral Defense Waiver of Attendance” as a part of the online process. Only one member may waive attendance at the defense, never the chair or the outside member. The faculty member waiving his or her right to attend the defense must agree to read the dissertation before the defense and submit any questions directly to the chair of the committee. Note: You must prepare a final letter to be signed by the faculty member who waives attendance, and this letter must be submitted to the department to be attached to the “Certificate of Completion.” Instructions for writing this letter can be found on the “Oral Defense Waiver of Attendance” page (see Appendix A for link).

5. After you receive e-mail confirmation that all committee members have committed to attend your oral defense, contact the Graduate Secretary in your department to obtain the “Application for Final Oral Defense for Doctoral Degree” form. This form requires the signature of the department head. Submit the application to the Graduate School no less than 3 weeks before the date of the final oral defense.

6. The Graduate School will verify required enrollment. You must be registered for a minimum of 3 credits of 603 Dissertation during your final term. You are expected to graduate during the term of your defense. If your oral defense is held after the established term deadline, you will be considered an applicant for graduation for the next term, and depending on the timing, may be required to register for the next term (see Graduate School website for details).
7. Please note the following requirements:
   - Graduate students are expected to be aware of and meet all the published deadlines for completion of a degree.
   - **Holding defense after the deadline:** If your oral defense is held after the established term deadline but before the beginning of the subsequent term, you will be considered an applicant for graduation for that subsequent term. Thus, you will be required to have completed all the above described steps, including an “Application for Advanced Degree” for the subsequent term.
   - Upon submission of your paperwork for the oral defense, the title of your dissertation has been officially accepted. Because the title of your dissertation will be recorded in the University of Oregon student information system, which generates a number of publication points, the title cannot be changed after this point.
   - The last day to upload your completed and approved dissertation for final acceptance by the Graduate School is posted under “Doctoral Degree Deadlines” on the Graduate School website (see Appendix A for link).

8. Check with your department to determine whether a paper copy of the final approved dissertation is required for the departmental library.

If you have questions about this process, please contact Jered Nagel at jnagel@uoregon.edu

**Submitting Your Dissertation to the Graduate School**

After uploading the dissertation to the ProQuest/UMI site, you must submit the following completed forms:

- Thesis/Dissertation Submission Form (signed by you)
- Thesis/Dissertation Document Approval form, with original (not scanned) signatures of you, your chair, and your advisor (if applicable)
- Survey of Earned Doctorates

**Your dissertation will not be reviewed until we received these forms.** If the dissertation is not in compliance with submission requirements or is not received on time, it will not be accepted.

**Fees**

See Chapter V for ProQuest/UMI fees and payment information.
THINGS TO REMEMBER

Deadlines

Deadlines differ from one academic year to the next. For the exact dates, see the “Doctoral Degree Deadlines” on the Graduate School website (see Appendix A for link).

Official Department Name

The department name on your dissertation must conform to the official department name listed on the Graduate School website under “Departmental Names: Dissertation” (see Appendix A for link).

Language Requirements

The dissertation must be written in English, including most quoted materials, with the exception of epigraphs. Under exceptional circumstances and with prior approval by the Dean of the Graduate School, another language may be used. Native language other than English does not constitute an exceptional circumstance. Commonwealth (British) spelling is allowed but must be used consistently throughout.

Dissertation Correction Policy

After you have uploaded your completed dissertation to the ProQuest/UMI site, the following policy will be in effect:

1. When you upload your dissertation, the Graduate School is accepting it as a finished document. The Thesis Editor will review the document for format problems only. Only those corrections specifically requested by the Editor will be accepted.

2. Because the correction and approval process can take up to 30 days, students must maintain e-mail contact with the Graduate School during this entire time to ensure graduation for that term. If there is a possibility that you will be incommunicado during this period, you should plan to turn in your dissertation well before the published deadline or plan to have someone designated to act for you.

The doctoral degree cannot be awarded until all dissertation corrections have been completed and approved.
CHAPTER V

PUBLICATION AND COPYRIGHTING

ProQuest/UMI (University Microfilms International) and Scholars’ Bank

ProQuest/UMI provides a dissertation and thesis service for keeping the scholarly record of doctoral and master’s degree recipients worldwide. ProQuest/UMI accepts dissertations and theses and publishes the manuscripts in their entirety. It also creates and stores a master copy of each document, indexes and publishes the abstract and reference citations, and delivers a copy to the University of Oregon Libraries for inclusion in Scholars’ Bank, the University of Oregon’s Institutional Repository.

All master’s and doctoral degree candidates are required to upload their theses and dissertations to ProQuest/UMI. Fees for submission are provided below and on the Graduate School website.

Copyrighting and Licensing

As the author, you own the copyright as soon as your dissertation or thesis is “fixed in a tangible medium.” You may register your copyright with the U.S. Copyright Office. If you choose to register your own copyright, you can do it directly through the Library of Congress U.S. Copyright Office for a fee of $35. You can also request ProQuest/UMI to act as your copyright agent. For a fee of $55, ProQuest/UMI will process all copyright forms and requests for use on behalf of the author and make the required copies of the manuscript to submit to the Library of Congress. More information about this process can be found on the ProQuest/UMI website (see Appendix A for link). Regardless of whether you choose to register your copyright yourself, through ProQuest/UMI, or not at all, each document must include a copyright page (p. iii).

By registering the copyright of your thesis or dissertation, you will be able to sue for statutory damages OR actual damages/profits; if you do not register your copyright you can collect ONLY actual damages/profit. Statutory damages are easier to collect and do not require proof of losses incurred or an expert witness to argue on your behalf.

When you submit your thesis or dissertation to ProQuest/UMI, you must accept their publishing agreement. ProQuest/UMI offers two publishing options: Traditional Publishing and Open Access. For more information, contact ProQuest/UMI Dissertation Services at 800-521-0600, ext. 7020 or see the ProQuest/UMI website. The Open Access option through ProQuest/UMI provides open access to the ProQuest/UMI copy of the work through the ProQuest website. No matter which option you choose, an open access copy of your dissertation will be available via the University of Oregon Scholars’ Bank.

When the library receives a copy of your manuscript, the thesis or dissertation will be made available as open access via Scholars’ Bank. When submitting the manuscript via Proquest/UMI, you have the option to place an embargo on your work for 6 months, 1 year, or 2 years. During the embargo, researchers will have access to the record of your dissertation and may request a copy of the full text via interlibrary loan. After the embargo period, your dissertation will be freely available online.

The publishing agreement submitted by the author grants ProQuest/UMI the
nonexclusive right to use their master copy to provide dissertation or thesis copies to individuals; the author retains all other publishing rights.

For more information on ProQuest/UMI publishing options, contact ProQuest/UMI Dissertation Services or see the ProQuest/UMI website. For more information on the University of Oregon Scholars’ Bank publishing options, contact the Scholars’ Bank Team (scholars@uoregon.edu) or visit the Scholars’ Bank web page (see Appendix A for links).

**Publishing Your ETD with a Creative Commons License**

Copyright automatically provides five exclusive rights commonly labeled as “all rights reserved.” Creative Commons (CC) licenses allow you to assign “some rights reserved” for your work. By choosing a CC license you are not giving up the copyright of your ETD, just selecting what rights you would like to protect and what uses by others you would like to permit without having to ask for your permission. Creative Commons allows you to choose from six different licensing options, which are written to conform to international copyright treaties and are recognized by countries all over the world. The core tenant of all CC licenses is attribution and that you get credited for the ideas expressed in your ETD.

The most common license used for academic purposes is the **CC-BY-NC-ND**, which is the most restrictive CC license offered. It means that your ETD can be downloaded and shared with attribution (BY), that it cannot be used for commercial purposes (NC), and that it cannot be remixed, changed, or made into a derivative work (ND).

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A less-restrictive option is the **CC-BY-NC-SA**, which some UO students have used for their ETDs. This means that the ETD can be shared freely with attribution for noncommercial purposes, but the author will allow remixes/derivatives as long as any new creation using the ETD is shared under the same terms (SA).

![Creative Commons BY-NC-SA License](cc_license_BYCNCSA.png)

If you choose a Creative Commons licensing option, you must include this information on your copyright page. (See the examples in Appendices C and D, Sample Prefatory Pages). For more information on Creative Commons licensing, contact the UO Libraries Scholars’ Bank Team or see the Creative Commons website (see Appendix A for link).
Fees

When you upload your thesis or dissertation to UMI, if you select any fee options you will be required to pay with a credit card online. The fees listed below are subject to change. Please verify current fees with the Graduate School.

- $0: Traditional Publishing + open access via Scholars’ Bank
- $55: Traditional Publishing + open access via Scholars’ Bank + copyright registration
- $95: ProQuest/UMI Open Access Publishing + open access via Scholars’ Bank
- $150: ProQuest/UMI Open Access Publishing + open access via Scholars’ Bank + copyright registration

Using Materials Copyrighted by Others

Special attention must be given to the use of copyrighted materials. When you, as the author, accept the ProQuest/UMI publishing agreement, you certify that any copyrighted material used in your thesis or dissertation, beyond brief excerpts, is included with the written permission of the copyright owner. Copies of permission letters should be uploaded to the ProQuest/UMI site in the section “Supplemental Files.” Be sure that permission is specifically extended to ProQuest/UMI. For sample permission letters, see the Publishing Guides on the ProQuest/UMI site.

For more information about copyright, key in the word “copyright” in the search engine on the University of Oregon Home Page for many useful sources. You may also contact the University of Oregon Libraries Scholars’ Bank Team. Check with your advisor and committee members for information about specific copyright issues related to your field.
CHAPTER VI

PARTS OF THE THESIS AND DISSERTATION

Prefatory Pages

- Title page (bears no page number but is counted as page i)
- Approval page (page ii—lowercase Roman numeral)
- Copyright page (page iii—lowercase Roman numeral)
- Abstract (page iv—lowercase Roman numeral). All successive prefatory pages are numbered consecutively with lowercase Roman numerals.
- Curriculum Vitae (continue consecutive numbering with lowercase Roman numerals)
- Acknowledgments (optional) (continue consecutive numbering with lowercase Roman numerals)
- Dedication (optional) (continue consecutive numbering with lowercase Roman numerals)
- Table of Contents (continue consecutive numbering with lowercase Roman numerals)
- Lists of Figures, Tables, Schemes, Graphs, Maps, etc. (if needed, continue consecutive numbering with lowercase Roman numerals)

Exceptions:
- Candidates in the School of Music and Dance may include an Instrumentation list in place of a List of Figures

Body of Text

- Text of thesis or dissertation is paginated with Arabic numbers, starting with number 1 on the first page of text. Every page must be numbered consecutively, including appendices and References Cited.
- Endnotes (in place of footnotes or parenthetical references) appear as a separate section (but do not start on a new page) at the end of each chapter.
- Appendix or Appendices (if included) appear at the end of the text, before the References Cited.
- A single References Cited list appears at the end of the document, not at the end of each chapter. See your chosen style manual for the format to be used for these entries.
CHAPTER VII

FORMATTING THE THESIS OR DISSERTATION

Student Responsibility

The student is responsible for making sure that the thesis is in an acceptable style and format. In addition to eliminating misspellings and typographical errors, the student also is responsible for the correct arrangement of materials, correct grammar and punctuation, proper footnote and references style, and the accuracy of quotations, tables, and other illustrative materials.

Format

The University of Oregon Thesis and Dissertation Style and Policy Manual takes precedence in all matters of format unless otherwise noted. If you are advised by your department to use a format different from the acceptable Graduate School format, special permission must be obtained from the Graduate School. In this case, it is the student’s responsibility to obtain timely permission before submission of the document to the Graduate School.

MATERIALS AND MECHANICS

The following requirements are not arbitrary but are dictated by the conditions necessary to achieve the best quality of reproduction when the document is microfilmed and/or bound.

Margins

Margins are defined as the white space surrounding the printed matter. The mechanics of microfilming require specific margins. See Appendix B (Placement and Formatting of Margins and Page Numbers) for details on how to set margins using Microsoft Word. Margin requirements:

- 1.25 inches minimum on the left and right
- 1 inch minimum on the top and bottom
- Page numbers must be placed in a footer, centered
- Margin requirements apply to all materials included in the thesis, including figures, tables, photographs, etc., and all material in appendices.
- Margins must be uniform on all pages.

Page Numbers

Page numbers must be placed at the bottom of each page (except the title page, which is considered p. i but does not have a number on it), centered, at least 0.75 inch from the bottom of the paper. Use consecutive lowercase Roman numerals (ii, iii, iv, etc.)
on all prefatory pages and Arabic numerals (1, 2, 3, etc.) on text pages. The first page of text is page number 1, and all successive page numbers should follow consecutively.

Page numbers must be separated from text by an extra line of space and should be formatted in a text “footer.” They should be the same size and font as the body of the text. See Appendix B for details on proper placement of page numbers using Microsoft Word.

Centering

Text to be centered (e.g., chapter titles) should be centered between the 1.25-inch left and the 1.25-inch right margins. Make sure there is no additional first-line indent included in the paragraph format for centered lines.

Spacing and Justification

- All regular text must be formatted with double or 1.5-line spacing, including chapter titles and headings. Exceptions: Block quotations, figure captions, table titles, and data in tables may be single spaced.
- Footnotes, endnotes, and bibliographic entries must be single spaced, but there must be one blank line between footnote, endnote, or reference entries.
- Table titles and captions for figure, schemes, etc. should be placed closer to the table or figure than they are to any text occupying the same page. Effective use of white space means using less white space between elements that should be tied together (such as a figure and its caption) and more white space between elements that should be separated.
- Text should be left justified with paragraph indents and no hyphenation. Full page justification is discouraged because it frequently causes inconsistency in spacing between words.

Type Fonts

The same type font must be used throughout, i.e., for prefatory pages, text body, table titles, figure captions, and page numbers. However, approval may be given for a table body, figure, or appendix to be printed in a different font.

- Times New Roman, Courier, Bookman, and similar standard serif fonts copy and microfilm well. Sans-serif fonts such as Arial may make it difficult to distinguish between some characters such as the capital letter “I” and the lowercase letter “i”.
- 12-point type is ideal for text; however, font sizes of 10 or 11 points also are acceptable.
- The same font size must be used for all text, including block quotes, lists, and page numbers, with the following exceptions:
  - Larger type, up to 16 point, may be used for Chapter and Appendix designations and titles and the References Cited section heading.
  - Smaller type, down to 9 point, may be used for table bodies and figures, but table titles and footnotes and figure captions should be the same font size as the rest of the text body.
  - Text footnotes should be smaller than the text body font (usually 10 point).
• Script and other ornamental type fonts are not acceptable for the main text typeface.
• Bold face, italics, and underlining may be used in subheadings, tables, figures, and specific words in text, but extensive use should be avoided.
• Use italics (not underlining) for all words that would normally appear in italics (e.g., scientific names, book and journal titles)

Symbols

Special fonts for languages such as Chinese, Japanese, Sanskrit, Russian, and Greek and for phonetic pronunciation are allowed within the text but cannot be used exclusively in place of English characters. When uploading your document to the UMI site, follow the directions for embedding fonts.

Legibility

Spacing, headings, and figure and table styles should be selected for their legibility. A heading or title style that can be confused with the text should not be used. Figure lettering must be large enough to be legible after microfilming.

Style Manuals for Text

In addition to adhering to the guidelines included in this manual, each student must select a recognized style manual and inform the Graduate School at the time the thesis is submitted which style manual was followed in the preparation of the manuscript. All decisions regarding style and format must be consistent with the chosen style manual and the University of Oregon Thesis and Dissertation Style and Policy Manual or the document will not be accepted by the Graduate School. Should the manuals conflict, the UO Manual shall take precedence. Some recognized style manuals:

• Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations (any edition). Chicago: University of Chicago Press.

Illustrative Materials (Tables, Figures, Schemes, etc.)

Number all tables, figures, musical examples, etc., consecutively in the order in which they are mentioned. Label each with a caption or title and include that caption/title (or a truncated form) in a list (see Chapter VIII, sect. 9, List of Figures, Tables, etc.). All
Each table, figure, etc., must be referenced in the text by number before it appears. Ideally, each table or figure should be placed at the end of the paragraph in which it is first mentioned or as soon thereafter as practical. For example, if the table or figure does not fit on the rest of the page at the end of the paragraph, continue the text to fill out the page and place the table or figure on the next page. Do not leave large white spaces at the bottom of pages.

Because your thesis should be a single unified document rather than an anthology of separate studies, identical tables and figures cannot be repeated in subsequent chapters (see Chapter XI).

Illustrative materials should be embedded in text (if desired, text may flow around very small items, i.e., those less than a half-page wide). Illustrative materials placed on a separate page must cover at least half of the page. If smaller, they should be embedded in text. To distinguish tables, graphs, or charts from text, leave approximately two blank lines above and below them. Long tables can be continued on successive pages (on the continuation pages, indicate the table number with the word “continued” and repeat the column headings). Wide tables or figures may be placed broadside (landscape format; see Appendix E for sample).

Illustrations may be placed together as an appendix at the end of the text before the References Cited section and must be paginated sequentially with the rest of the document.

Items that are not tables (e.g., figures, maps, etc.) must fit on a single page. If a figure contains several parts that do not fit on a single page, the parts should be broken into more than one figure. If the figure is too large to accommodate the caption on the same page, the caption must appear at the bottom of the previous page, separated from the text by a by a line (see below). The page of the caption (not the actual figure page) should be listed for that figure in the List of Figures.

Figure 1 (next page). The nnnnmutants display defects in the maintenance of terminal dendritic branches.

Use of Color

Color may be used for illustrative materials, but the text in your document should be black.

Supplemental Files

Other materials, such as audio or video files (including mp4 files), may be included if this material is an integral part of the thesis. The Proquest/UMI form includes a page on which you can enter information about such files and then upload them separately from your thesis. A short (one or two sentences) description of each supplemental file must appear at the end of your abstract. These files also must be listed in the Table of Contents after the References Cited:
REFERENCES CITED ..................................................... 375

SUPPLEMENTAL FILES
  VIDEO: CROATIAN DANCES
  AUDIO: KLAPA FESTIVAL IN OMIŠ

If you are uploading supplemental files larger than 25 MB or files that require specific descriptive information, please contact the UO Libraries Scholars’ Bank Team (scholars@uoregon.edu).

Permission letters for use of copyrighted material also are considered Supplemental Files but must be clearly marked so they are not included as part of the actual thesis.
CHAPTER VIII

PREFATORY PAGES:
FORMATTING AND CONTENT INSTRUCTIONS AND SAMPLE PAGES

Preformatted templates (designed in Microsoft Word) are available on the Graduate School website (see Chapter IX for instructions and Appendix A for direct links). We highly recommend that you use these templates for the creation of your prefatory pages.

Whether you use the template or choose to format the pages on your own, please compare your results with the sample prefatory pages in Appendices C and D. Upon visual inspection, each page should closely match its corresponding sample page.

Following are detailed instructions for formatting and content of prefatory pages.

1. Title Page
   • Begin 2.5 to 3 inches from the top of the page. Type the title of your document in ALL CAPS, centered. If the title runs onto more than one line, use inverted pyramid style (first line longer than the second, see sample pages), double spaced. No page number appears on the title page, but it is counted as page i.
   • Halfway down the page, type “by” (lowercase); leave one blank line; type your official UO name of record as it appears in DuckWeb, in ALL CAPS, centered. The space between the last line of the title and the word “by” should be equal to the space between your name and the words “A DISSERTATION” or “A THESIS” below.
   • Leave one blank line after “A DISSERTATION” or “A THESIS”. Insert the official name of your Department, College, School, or Program after “Presented to the …”. In all cases in which the school or college is formally organized into departments, only the department should be named. For example: Department of Finance (not College of Business Administration); but School of Music and Dance or School of Journalism and Communication. For an interdisciplinary program, designate the program, e.g., Interdisciplinary Studies Program: Historic Preservation. See “Departmental Names: Thesis” or “Departmental Names: Dissertation” on the Graduate School website (see Appendix A for links). For long department or school names, see examples in sample pages in Appendices C and D.
   • The presentation statement text is single spaced, is worded and arranged exactly as shown on the sample page, and ends with the name of the degree to be conferred. Leave one blank line, and on the last line type the month and year of the end of that term: fall term is December; winter term is March; spring term is June; summer term is September.

2. Approval Page
   • Use lowercase Roman numerals to number all prefatory pages after the Title Page. The Approval page is page ii. Page numbers should be in the same font type and size as the body of your text. They should be placed at the bottom center of the page (in the footer) at least 0.75 inch from the bottom of the paper. To
ensure proper placement of page numbers, see “Placement and Formatting of Margins and Page Numbers” in Appendix B.

- At the top of the page, insert DISSERTATION APPROVAL PAGE or THESIS APPROVAL PAGE in ALL CAPS, centered.

- Leave one blank line and add “Student:” followed by your official UO name of record.

- Leave one blank line, then after “Title:” add the title of your dissertation or thesis exactly as it appears on your Title page except use Title Case (Capitalize the Initial Letter of All Words Except Articles, Prepositions, and Conjunctions) instead of ALL CAPS. Title should be single spaced.

- Leave one blank line, then follow the exact wording shown in the sample, inserting the degree name and the official department name in the appropriate places. This statement is single spaced.

- Leave one blank line and begin the list of the Committee in Charge. Type names, including “Dr.” if appropriate, single spaced in one column. Type the position on the committee in a second column to the right (aligned using the Tab key), identifying the Chair, Co-Chairs, Advisor, Member, and Outside Member as appropriate. If the positions of Chair and Advisor are filled by the same person, list this person only once (as the Chair).

- Leave one blank line, and insert the word “and”; leave another blank line and insert the Dean’s name, with the title opposite to the right.

- Leave one blank line, add the month and year (without a comma) the degree will be conferred (same as on the Title page and Abstract).

3. Copyright Page

The Copyright page is required; it will be page iii. Inclusion of this page does not obligate you to go through a formal copyright process.

- Center copyright wording and place 4 to 5 inches from the top of the page.

- The following information must be included: (a) the symbol © or the word “Copyright”; (b) the year; and (c) the name of the owner of the copyright (your official UO name of record). The year listed in the copyright notice is the year of first publication or distribution, normally the year in which the thesis or dissertation is submitted to the Graduate School. A Creative Commons License can be listed instead of the usual copyright information.

- If selecting a Creative Commons license, the following information must be included: (a) the symbol © or the word “Copyright”; (b) the year; and (c) the name of the owner of the copyright (your official UO name of record) (d) “This work is licensed under a Creative Commons [type of license]”, and (e) a small image of the Creative Commons license (See Appendices C and D for examples). The year listed in the copyright notice is the year of first publication or distribution, normally the year in which the thesis or dissertation is submitted to the Graduate School.
4. Abstract

The Abstract of the thesis or dissertation provides a statement of the problem, describes the methods or procedures, and summarizes the results. It should be written in prose style rather than outline form and is intended to characterize the scholarship of the thesis or dissertation. Grammar, punctuation, and spelling must be correct.

Your name, dissertation or thesis title, degree name, and commencement date must be identical, including punctuation, to those on your Title and Approval pages.

The Abstract will begin on page iv. Format the Abstract exactly as shown in the sample pages.

- “DISSERTATION ABSTRACT” or “THESIS ABSTRACT” must be centered at the top of the page.
- Leave one blank line and type your name flush with the left margin.
- Leave one blank line and type your degree name (e.g., Doctor of Philosophy, Master of Arts, Master of Science) flush left.
- Leave one blank line and type the official UO department or school name (as on the Title page) flush left.
- Leave one blank line and type the date (month year; no comma between them) of the end of the term (December, March, June, or September) flush left.
- Leave one blank line and type the word “Title” (flush left, Cap and lowercase as shown) followed by a colon and the Title of Your Thesis or Dissertation (Title Case, single spaced if more than one line).
- Leave two blank lines, and begin the text of the abstract. Text should be double spaced and cannot to exceed 350 words for dissertations and 150 words for theses. Extra words will be cut off by the abstracting service. Hyphenated words count as one word. Indent the first line of each paragraph. Left justification (rather than full justification) is preferred. Do not hyphenate words at the ends of lines.
- The Abstract must be able to stand alone, apart from the body of the thesis. Do not include parenthetical (author, date) reference citations.

5. Curriculum Vitae

A Curriculum Vitae is a brief summary of your academic background. It is not an autobiography or a résumé. It does not include contact information and is not intended as a tool for seeking employment. It should list relevant activities up to the time of degree completion.

Format the CV exactly as shown in the sample pages. No additional sections are allowed. Sections may be omitted if they are not applicable.

- CURRICULUM VITAE (not VITA) must be placed at the top of the page, centered.
- For the NAME OF AUTHOR, you must use your official UO name of record.
- Leave two blank lines before each new category heading and one blank line after.
- List all institutions attended (not departments) in reverse chronological order (most recent first), beginning with the University of Oregon.
- List degrees (undergraduate and graduate) in reverse chronological order (most recent first), including the degree sought with this dissertation or thesis. You may include your major (e.g., Doctor of Philosophy in Counseling Psychology). Include year and granting institution.
- List special interests and studies.
• List relevant professional experience, company or institution, location, and dates.
• If applicable, list grants, awards, and honors, indicating the grantor (agency or institution funding the grant, award, or honor), the title of the project (in italics), and the date or period covered.
• If applicable, list publications in bibliographic format but in reverse chronological order (most recent first) using the same style as used for the References Cited section. Unpublished works must be at least submitted for publication to be included here and must be specified as (1) in press/accepted for publication (provide as much information as possible: name of publication, article title, publication date if known), (2) under review (list name of publication and include status—first review, second review, etc., refereed, not refereed), or (3) submitted for publication (provide name of publication). Presentations at meetings can be included only if the meeting proceedings have been published in book form.

6. Acknowledgments
   This page is optional. Format exactly as shown on sample pages. This section must not be more than 2 pages long.
   • Place the ACKNOWLEDGMENTS heading at the top of page (centered, ALL CAPS).
   • Leave one blank line, and begin text, which is double spaced. Indent the first line of each paragraph.

7. Dedication
   This page is optional. Format exactly as shown on sample pages. Dedication should be brief. Begin dedication 3 to 4 inches from top of paper. Use of the DEDICATION heading is optional.

8. Table of Contents
   The Table of Contents contains chapter titles (level 1 headings), headings within chapters (including Notes), any appendices, and the References Cited section. The wording of each entry in the Table of Contents must exactly and completely match that in the text, including heading numbers (if used). However, do not use bold or italics, even if the headings in the text are formatted that way. Do italicize words that would normally be italic (e.g., species names, book titles). If using numbered headings, always place a period after the number, before the heading (e.g., 1.1. Heading Here).
   You may choose to omit headings within chapters (except Notes sections at the end of chapters). However, if you choose to list some headings of a particular level within any given chapter, you must list all headings of that level for that chapter.
   Format exactly as shown on sample pages (Appendices C and D). Some exceptions are allowed for M.F.A. theses and those in the School of Music and Dance (consult with the Thesis Editor).
   • Place the TABLE OF CONTENTS heading at the top of the page (centered, ALL CAPS).
   • Leave two blank lines and insert “Chapter” and “Page” headings. Repeat these headings on all subsequent Table of Contents pages.
   • Leave two blank lines and begin the Table of Contents with the Roman numeral I and the title of the first chapter, in ALL CAPS.
- 28 -

- Use ALL CAPS for all level 1 headings: chapter titles, appendix titles, and the References Cited heading. All chapters must be numbered with uppercase Roman numerals (I, II, III, IV, etc.). Appendices are designated by uppercase letters (A, B, C, etc.). The References Cited section does not have a letter or number designation.

- Use Title Case (i.e., Capitalize the Initial Letter of All Words Except Articles, Prepositions and Conjunctions) for all other headings within chapters (levels, 2, 3, 4, etc.). Do capitalize the first letter of prepositions, articles, and conjunctions when they occur as the first word in the heading or the first word after a colon.

- Indent level 2 headings under the chapter title by approximately ½ inch. Indent level 3 headings another ¼ to ½ inch. Indent level 4 headings another ¼ to ½ inch, etc. Use Tabs (rather than spaces) for indenting to achieve consistent vertical alignment of headings of the same level.

- Refer to the sample (Appendices C and D) for visual confirmation of spacing requirements. Leave an extra line of space between headings. Single space individual headings that run over onto two or more lines.

- You must use leader dots characters (not periods; in MS Word 2007: Page layout > Paragraph > Indent and spacing > Tabs > Leader 2, dots) to create leader dots for page numbers. These dots are already formatted correctly in the online templates. Do not allow heading text to invade the page number column. There must be at least 3 leader dots between the end of the heading and the page number. Make sure all page numbers align with their leader dots.

- Page numbers must be specified for all entries.

- After all corrections have been made to the final document, recheck the wording and page numbers for all Table of Contents entries to make sure they exactly match those in the text; 90% of corrections needed in final documents are associated with the Table of Contents.

9. List of Figures, Tables, etc.

If illustrative materials are included in your document, a numbered list of the captions/titles is required. Each list should begin on a separate page. Format exactly as shown on sample pages.

- Place the heading LIST OF FIGURES, LIST OF TABLES, LIST OF SCHEMES, LIST OF MUSICAL EXAMPLES, etc., at the top of the page (centered, ALL CAPS).

- Leave two blank lines and insert “Figure” (Table, Scheme, Musical Example, etc.) and “Page” headings. Repeat these headings on all subsequent List pages.

- Figures, Tables, etc. may be numbered consecutively throughout (1, 2, 3, etc.) or may be numbered by chapter (1.2, 1.2, 2.1, 2.2, 2.3, etc.). Numbering in the Lists must be the same as that used in the text. Always place a period after the number, before the caption (e.g., 1.1. Caption of figure).

- Refer to the sample pages (Appendices C and D) for visual confirmation of spacing requirements. Leave an extra line of space between captions/titles. Single space individual captions/titles that run over onto two or more lines.

- The wording of each caption/title must be identical to that used in the text; however, you may use a truncated version of long captions/titles. If you choose to truncate, the truncated version must be composed of the same words as used
in the complete version, and these words must appear in the same order as they do in the complete version, but some words from the complete version can be omitted. Truncated versions must make grammatical sense.

- You must use leader dots characters (not periods; see instructions above for Table of Contents) to create leader dots for page numbers (see online templates).

Do not allow caption/title text to invade the page number column. There must be at least 3 leader dots between the end of the heading and the page number. Make sure all page numbers align with their leader dots.

- Page numbers must be specified for all entries.

- After all corrections have been made to the final document, recheck the wording and page numbers for all LIST entries to make sure they exactly match those in the text.
CHAPTER IX

PREFATORY PAGE TEMPLATES

The preformatted templates available on the Graduate School website (see Appendix A for direct links) are intended for use with MS Word on a PC, but they also often work with newer versions of Macintosh computers. These templates are provided as an aid to students for correctly formatting the prefatory pages of the dissertation or thesis. Because the length of titles, department names, student names, the number of chairpersons and chapters, organization of text, and inclusion of appendices or other specific sections differ from one field of study to another, the template is a useful tool but does not address all the possibilities and/or variations.

The final appearance of your entire document must comply with the guidelines indicated in this *Style and Policy Manual*, which contains detailed instructions and sample pages. These templates should be useful for constructing the prefatory pages. To access the templates, click on the links in Appendix A and follow these instructions.

1. Click on the link to the appropriate template: Thesis or Dissertation. This will open an MS Word document.
2. Save the document with an appropriate name.
3. Work with the “Show/Hide ¶” icon on the Windows toolbar (¶) turned on so you can see everything on the page, including spaces and blank lines. You may need to add or remove lines or spaces to conform to the style requirements, especially spacing.
4. Carefully read the instructions in the shaded areas of the template before you overwrite them with your specific information.
5. Delete any parts, sections, or wording that is not appropriate to your specific document. For example, the parts of the CV that refer to Grants and/or Publications may not apply in your case and may be eliminated. Some theses may not contain figures, tables, maps, etc., so the associated List following the Table of Contents can be deleted.
6. Save often to make sure that any changes/additions remain part of the final version.
7. Upon visual inspection, each prefatory page should closely match its corresponding sample page in Appendices C and D.
8. Drop in during the Thesis Editor’s office hours (see Graduate School website for these hours) or contact the Editor by email for a review of all prefatory pages. At this point, problem areas can be quickly identified and resolved.
CHAPTER X

TEXT BODY:
FORMATTING AND SAMPLE PAGES

Samples

The sample text pages in Appendix E are intended as examples to be used to determine whether the formatting of chapter titles, headings, block quotes, epigraphs, tables and figures (including those in landscape format), footnotes, and references conform to Graduate School requirements. These samples illustrate acceptable placement of these elements, the use of different font types, sizes, and effects, and proper spacing of elements on the page within the margin requirements.

Body

To ensure proper placement of page numbers in the text body, see “Placement and Formatting of Margins and Page Numbers” in Appendix B.

The text body should be divided into chapters, which are numbered with Roman numerals. Each chapter starts on a new page, but sections within chapters do not. The first chapter usually is an Introduction, which explains the problem and the organization of the thesis. A separate “Preface” that comes before Chapter I is not allowed. Any material that could be considered a “preface” should be included in the first chapter. In the text, whenever you refer to a chapter by number, you must use its Roman numeral.

Each chapter must begin with the chapter designation (with a Roman numeral) on its own line (see Appendix E) and the title, both in ALL CAPS, centered, double spaced, at the top of the page. The first page of Chapter I is numbered as page 1. In this manual, headings are referred to numerically by their level in the hierarchy of organization. The level 1 heading is always the chapter title (ALL CAPS, centered, bold or not). The subsequent levels of headings (levels 2 through as many as necessary) within each chapter can be styled in a variety of ways (any combination of title case, sentence case, small caps, cap and lowercase, bold, underlined, italic, centered, flush left, or run into text) as long as there is some hierarchical logic to the order. If you are using numbered headings, no variation in style is necessary; the numbering system indicates the hierarchy.

The headings in all chapters must be consistent in style. If you are using non-numbered heads, you should base your style decisions on the most complex chapter, i.e., the chapter that has the most levels of headings. For example, if Chapter III has four levels of headings and the other chapters have only two levels, decide on an appropriate style hierarchy for four levels. Use headings of levels 1 through 4 in Chapter III and headings of levels 1 and 2 in all the other chapters. Do not skip heading levels.

After all editing has been done to the text of your document, check to make sure that no headings stand alone at the bottom of a page.

Footnotes and Endnotes

Do not confuse comment notes with References notes. If you wish to have both types of notes, they must appear in separate places. Comment notes can appear as
footnotes or endnotes. Reference citations must appear in a separate section at the end of the document.

**Footnotes**

Text footnotes must be single spaced. Do not add extra lines of space within a footnote. However, when more than one footnote appears on a page, there must be an extra line of space between them. Text footnotes must be numbered or lettered consecutively either within each chapter or throughout the entire document. Symbols also can be used, usually in this order: * (asterisk), † (dagger), ‡ (double dagger), § (section sign), || (double vertical line), # (number sign), and ¶ (pilcrow sign); if more symbols are needed, use doubles (**, ††, etc.).

Footnotes that explain information within tables must not be confused with text footnotes. Table footnotes designators should be different from those used for text footnotes. Table footnotes appear together at the end of the table, not at the bottom of the text page. Figure captions should not have footnotes. All information pertaining to the figure should be included in the caption or should appear in the text (or as a text footnote).

**Endnotes**

Sometimes it is better to place all text notes at the end of the chapter rather than the bottom of individual pages. The section should be titled “Notes” and should begin immediately after the last paragraph of text for that chapter, not on a new page. The “Notes” heading must be the same format as all other level 2 headings. This section also must be listed in the Table of Contents.

**Appendices**

Appendix material appears after the text body but before the References Cited section. A single appendix is designated APPENDIX (level 1 heading, which is always ALL CAPS, centered, double spaced, no colon, top of the page) with a title (also level 1 heading):

APPENDIX

TITLE OF APPENDIX HERE

If there is more than one appendix, each should be labeled with an uppercase letter (A, B, etc.).

APPENDIX A

TITLE OF APPENDIX HERE

When the appendix includes material that cannot accommodate the designation and title on the first page (e.g., large posters, forms, and questionnaires) or the first page of the appendix material is in landscape format, a separate appendix title page should be included with just the designation and title.
Page numbers for the appendix material must continue consecutively from the text body, and all material must fit within the margins. Internal headings (levels 2, 3, etc.), tables, and figures included in an appendix may or may not be listed in the Table of Contents or Lists of Figures/Tables.

References Cited

The last section of your document must be the References Cited section. The heading is a level 1 heading (ALL CAPS, centered, top of the page). Although individual chapters may have Endnotes sections, the list of References Cited appears only at the end of the document.

Each citation in the text must match a full citation in this section. Only references actually cited in the text should be included here. Sources used in the research process but not cited in the thesis may be listed in an appendix (e.g., Supplemental Sources).

Entries usually are alphabetical, but numbered systems (either alphabetical or in the order of appearance in the text) also are acceptable. This section can be separated into subsections by chapter. All entries must be single spaced, with an extra line of space between entries. **Comment notes must not be included within the References Cited section. These notes must be placed as footnotes or endnotes with each chapter.**

The References Cited section is information dense and thus provides many opportunities for errors. Follow your chosen style carefully and consistently, paying special attention to inclusion of all necessary information, order of parts, spacing, punctuation, capitalization, and use of bold or italics.

The Very Last Thing

After converting your final document to a PDF file, **look at every page of the document carefully.** Many mistakes can be caught in this process (e.g., missing or misnumbered pages, missing page numbers, margin errors, incorrect or inconsistent fonts and sizes, and headings in the wrong place). You also must make sure any unusual symbols or characters were converted correctly and that all illustrative materials appear as intended before you upload the final version to the ProQuest/UMI site. **Time invested at this point will save much time during the corrections process.**
The University of Oregon Graduate School allows students to include previously published and/or co-authored material in a thesis or dissertation. Formatting of the thesis or dissertation to conform to the style of an academic journal also is allowed under certain circumstances. However, remember that the thesis must be a coherent and unified body of work, not just an anthology of separate studies.

A. Previously published and/or co-authored material. If you wish to include in your thesis the entirety or substantial portions of material that has been published with or without co-authors or material that is intended to be published with co-authors, then you must seek permission from your committee and the Graduate School at least one term before scheduling your defense. Such material would be any text, figures, tables, or other work that is physically included, and a “substantial portion of such materials” means more than what could normally be quoted under the “fair use” doctrine without the permission of the copyright holder. In some disciplines or situations, it may not be appropriate to allow the inclusion of published material or material with co-authors in a thesis. Your committee is responsible for these decisions.

1. At least one term before your defense, request permission from your committee and the Graduate School to include your own published material or material with co-authors using the “Thesis/Dissertation Content and Style Request Form” on the Graduate School website (see Appendix A for link). The form must be filled in on the screen and then printed, signed, and dated by your committee members (handwritten forms will not be accepted). You should be prepared to explain to your committee and the Graduate School, in as much detail as they require, the nature of the material, your contribution to it, and why you should be allowed to submit it as part of your thesis. (See Appendix F for an example of wording of such a statement.)

2. You must thoroughly acknowledge the contributions of your co-authors and all other contributors to your thesis according to the standards of attribution prevalent in your field. Co-authors must be acknowledged in three places in your document:
   a. **The Abstract.** Your abstract must have this concluding one-sentence paragraph (see Appendix G example):

   This dissertation [thesis] includes previously published [unpublished] co-authored material.

   b. **The first chapter.** This chapter usually is an overview of the thesis and must specify which parts have been published and/or have been or will be published with co-authors, and co-authors must be acknowledged by name.

   c. **The beginning of each chapter that includes previously published and/or co-authored material.** You must specify your contribution and acknowledge the contributions of others by name. This acknowledgment must take the form of a
separate paragraph just below the title of the chapter (see Appendix H for examples).

3. Abstracts and Acknowledgments do not appear with each article or chapter but are placed at the beginning of the thesis and are written to encompass all the articles included in the thesis.

4. To prevent the thesis from appearing to be an anthology of separate studies, chapters should be clearly linked by providing a “bridge” (the last paragraph of the chapter) that explains the relationship between the experiments/arguments in that chapter and those of the chapter to follow. The final chapter of the thesis should be a concluding summary tying together all the material presented.

5. Identical text, tables, and figures cannot be repeated regardless of whether this material was present in the original article. Such material should appear only once. In subsequent chapters, refer to tables and figures by chapter number, e.g., “See Figure 2 in Chapter I.”

6. Appendices may be included to give a more complete presentation of the data collected and analyzed than is often possible in the more truncated format required of a journal article. These appendices do not appear within each article or chapter but follow the text portion of the thesis as a section, before the References Cited.

7. The References Cited list does not appear within each article or chapter but at the end of the thesis (see Chapters VI and X). The usual presentation is a single alphabetical or numbered list of all the citations included in the entire thesis, but the list may be divided into sections corresponding to each chapter. **Comment notes should not be included within the References Cited list.** Reference entries and comment notes are two separate elements that appear in different places in the thesis. Comment notes must be placed as footnotes or endnotes within each chapter.

8. Apart from “fair use,” you must obtain permission to reproduce any material for which someone else holds the copyright (you are responsible for copyright infringements in your thesis). Note that permission to reproduce material rarely includes permission to alter it.

B. **Use of a journal style.** If you wish to format your thesis in the style of a specific journal(s) so that chapters may be submitted for publication with minimal changes, you may do so under the following conditions.

1. At least one term before your thesis completion, obtain approval from the Graduate School to use journal format style in your thesis.
   a. Submit the completed “Content and Style Request Form” on the Graduate School website (see Appendix A for links specific to Theses and Dissertations). The form must be filled in on the screen and then printed, signed, and dated by your committee members (handwritten forms will not be accepted).
   b. Attach a photocopy of the journal format regulations for each journal style you have selected or a reprint of an article from each journal.

2. A thesis prepared in journal format style must include:
   a. A general introduction (Chapter I) that includes an overview of how the articles (chapters) fit together into an original, integrated, and coherent body of work.
   b. A “bridge” (the last paragraph of each chapter) that explains the relationship between the experiments/arguments in that chapter and those of the chapter to follow, and
c. A concluding summary (last chapter) covering all the material.

3. Format clarification
   a. Journal format takes precedence in matters of text style (with the additions listed in point 2 above), individual numbering of tables and figures within each chapter or article, style for headings other than chapter titles, and citation style (see item 3f below).
   b. Graduate School format takes precedence in matters concerning margins, pagination, type font, spacing (e.g., double-spaced text), and style for level 1 headings (chapter titles).
   c. Graduate School format takes precedence in matters concerning the prefatory pages and placement of reference material and footnotes or endnotes.
   d. Abstracts and Acknowledgments do not appear with each article or chapter but are placed at the beginning of the thesis and are written to encompass all the articles included in the thesis.
   e. Appendices may be included to give a more complete presentation of the data collected and analyzed than is often possible in the more truncated format required of a journal article. These appendices do not appear within each article or chapter but follow the text portion of the thesis as a section, before the References Cited section.
   f. The References Cited list does not appear within each article or chapter but at the end of the thesis (see Chapters VI and X). The usual presentation is a single alphabetical or numbered list of all the citations included in the entire thesis, but the list may be divided into sections corresponding to each chapter. Comment notes should not be included within the References Cited list. Reference entries and comment notes are two separate elements that appear in different places in the thesis. Comment notes must be placed as footnotes or endnotes within each chapter. In-text citations, footnotes, endnotes, and the References Cited list must be in the style of the journal you have chosen to follow.
APPENDIX A

ESSENTIAL LINKS TO THE UO GRADUATE SCHOOL AND OTHER WEBSITES

General

Applications for Advanced Degree
http://gradschool.uoregon.edu/getting-ready-graduate


ProQuest/UMI Copyrighting and Licensing

UO Scholars’ Bank website
https://scholarsbank.uoregon.edu/xmlui/

Creative Commons website
http://creativecommons.org/licenses/

Content and Style Request Form
https://gradschool.uoregon.edu/sites/default/files/Content-Style-Request.pdf

Dissertation Specific

Departmental Names: Dissertation
http://gradschool.uoregon.edu/thesis-dissertation/department-names-dissertation

Doctoral Degree Deadlines
http://gradschool.uoregon.edu/deadlines-doctoral

Oral Defense Waiver of Attendance
http://gradschool.uoregon.edu/policies-procedures/doctoral/waiver-of-attendance

Prefatory Pages Template: Dissertation

Thesis Specific

Departmental Names: Thesis
http://gradschool.uoregon.edu/thesis-dissertation/department-names-thesis
Master’s Degree Deadlines
http://gradschool.uoregon.edu/node/262

Prefatory Pages Template: Thesis
APPENDIX B

PLACEMENT AND FORMATTING OF MARGINS AND PAGE NUMBERS

The following instructions are for Microsoft (MS) Word, 2007, for PC.

Margins

- On the toolbar, go to Page Layout. In the Page Setup menu box, click on Margins.
- Choose the Office 2003 default or choose Custom Margins and set the margins yourself: Top and Bottom, 1 inch; Right and Left, 1.25 inches. Apply to whole document
- In the Paragraph menu box, Spacing section, change the “After” number to “0”

Footer Placement for Page Numbers on Prefatory Pages

The Prefatory Pages templates already contain page numbers. If you do not use these templates, follow the directions below. Be sure that your pages match the templates and the Sample Prefatory Pages (Appendices D and E).

The title page is not numbered but is considered page no. “i”. Page numbering begins on the Approval page (page ii). Subsequent prefatory pages are numbered consecutively with lowercase Roman numerals.

- On the toolbar, click on Insert. In the Header & Footer menu box, click on Page Number.
- Place your cursor over “Bottom of Page” and choose the option on the popup menu that shows a single number, centered. The page number will appear as “1” at the bottom of the page.
- The toolbar will now display the Design menu. In the Position menu box, set the footer position at 0.75 inch.
- In the Header & Footer menu box, click on Page Number.
- On the pull-down menu, click on Format Page Numbers.
- On the Number format pull-down menu, choose the lowercase Roman numerals option (i, ii, iii, …)
- In the lower part of this dialog box, under “Page Numbering”, enter “i” in the “Start at” box

To make sure the page number does not appear on the title page but appears on all subsequent prefatory pages:

- Click on the document
- On Page Layout, click the right lower corner of the Page Setup menu box to open the complete menu
- Choose the Layout page
- Under Headers and Footers, select the “Different first page” box
Footer Placement for Page Numbers on Text Pages

- On the toolbar, click on Insert. In the Header & Footer menu box, click on Page Number.
- Place your cursor over “Bottom of Page” and choose the option on the popup menu that shows a single number, centered. The page number will appear as “1” at the bottom of the page.
- The toolbar will now display the Design menu. In the Position menu box, set the footer position at 0.75 inch.

Formatting Page Numbers in the Footer

If you have followed the preceding directions correctly, the page numbers should appear in the footer in the correct position. To finalize or change the formatting of the page numbers:

- Double click on the page number, which will show the footer
- Select (highlight) the page number
- On the toolbar click on Home. Because the page numbers must match the text in font and size, in the Font menu box, choose the same type font (e.g., New Times Roman) and the same font size (e.g., 12 pt) as you will use for the text in your document.

Note: No header appears on any page in the document
APPENDIX C

SAMPLE PREFATORY PAGES—THESIS
IMPACT OF STUDENT ATTITUDE ON THE ABILITY TO FOLLOW DIRECTIONS AND COMPLETE PROJECTS:
AN EMPIRICAL STUDY

by
DANA R. K. THOMAS

A THESIS
Presented to the Department of Psychology
and the Graduate School of the University of Oregon
in partial fulfillment of the requirements
for the degree of
Master of Science
September 2010
(Format for Long Department Name on Thesis Title Page)

Presented to the Interdisciplinary Studies Program:  
   Individualized Program  
and the Graduate School of the University of Oregon  
in partial fulfillment of the requirements  
   for the degree of  
Master of Arts  

March 2010

----------------------------------------------------------------------------

Presented to the Department of Planning,  
   Public Policy and Management  
and the Graduate School of the University of Oregon  
in partial fulfillment of the requirements  
   for the degree of  
Master of Community and Regional Planning  

June 2010

----------------------------------------------------------------------------

Presented to the Department of East Asian  
   Languages and Literatures  
and the Graduate School of the University of Oregon  
in partial fulfillment of the requirements  
   for the degree of  
Master of Arts  

September 2010

----------------------------------------------------------------------------

Presented to the Department of Counseling Psychology  
   and Human Services  
and the Graduate School of the University of Oregon  
in partial fulfillment of the requirements  
   for the degree of  
Master of Science  

December 2010
Student: Dana R. K. Thomas

Title: Impact of Student Attitude on the Ability to Follow Directions and Complete Projects: An Empirical Study

This thesis has been accepted and approved in partial fulfillment of the requirements for the Master of Science degree in the Department of Psychology by:

Paul Pepper  Chair
Carol Smith  Member
Michael Arnold  Member

and

Kimberly Andrews Espy  Vice President for Research & Innovation/Dean of the Graduate School

Original approval signatures are on file with the University of Oregon Graduate School.

Degree awarded June 2011
(Sample Thesis Approval Page with Co-Chairs)

THESIS APPROVAL PAGE

Student: Dana R. K. Thomas

Title: Impact of Student Attitude on the Ability to Follow Directions and Complete Projects: An Empirical Study

This thesis has been accepted and approved in partial fulfillment of the requirements for the Master of Science degree in the Department of Psychology by:

Paul Pepper  Co-Chair
Jerry Douglas  Co-Chair
Carol Smith  Member
Michael Arnold  Member

and

Kimberly Andrews Espy  Vice President for Research & Innovation/Dean of the Graduate School

Original approval signatures are on file with the University of Oregon Graduate School.

Degree awarded June 2011
THESIS APPROVAL PAGE

Student: Dana R. K. Thomas

Title: Impact of Student Attitude on the Ability to Follow Directions and Complete Projects: An Empirical Study

This thesis has been accepted and approved in partial fulfillment of the requirements for the Master of Arts degree in the Interdisciplinary Studies Program: Individualized Program by:

Paul Pepper Educational Methodology, Policy, and Leadership
Jerry Douglas Planning, Public Policy and Management
Carol Smith Psychology

and

Kimberly Andrews Espy Vice President for Research & Innovation/Dean of the Graduate School

Original approval signatures are on file with the University of Oregon Graduate School.

Degree awarded June 2011
(Sample Thesis Copyright Page)

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cc
BY NC ND
(Sample Thesis Abstract Page)

THESIS ABSTRACT

Dana R. K. Thomas

Master of Science

Department of Psychology

December 2010

Title: Impact of Student Attitude on the Ability to Follow Directions and Complete Projects: An Empirical Study

In the 21st century, information technology has made it possible for individuals to produce documents of professional quality without utilizing a publishing company. Graduate students are being held to a higher standard than they have been in the past and are expected to produce dissertations and theses that meet a certain standard of excellence that reflects the high caliber of the research and reflects well on the university as a whole. Although the student’s research has been completed, the importance of presentation details such as organization, high-quality figures, and accurate references should not be discounted. A poorly conceived document gives the impression of sloppiness, leading readers to question the validity of the research. The student must take ownership of the final stage of the writing process by acting as both author and publisher.

(Abstract text must not exceed 150 words but may go onto 2 pages. Abstracts must be formatted as shown, with page nos., margins, and spacing as stipulated in the UO Style Manual.)
CURRICULUM VITAE

NAME OF AUTHOR: Dana R. K. Thomas

GRADUATE AND UNDERGRADUATE SCHOOLS ATTENDED:

University of Oregon, Eugene
State University of New York College at Brockport

DEGREES AWARDED:

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Master of Community and Regional Planning, 2005, State University of New York College at Brockport
Bachelor of Arts, Psychology, State University of New York College at Brockport

AREAS OF SPECIAL INTEREST:

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Life Style Choices and Intentional Communities

PROFESSIONAL EXPERIENCE:

Counseling intern, Acme Counseling Associates, Eugene, Oregon, 2006

Teaching assistant, Department of Psychology, University of Oregon, Eugene, 2006-2009

GRANTS, AWARDS, AND HONORS:

Graduate Teaching Fellowship, Psychology, 2007 to present

Program for Advanced Development Thesis Improvement Grant, Social Sciences Research Council, 2007

National Research Award, National Institutes of Mental Health, 2006

New Scientist Award, National Science Foundation, 2005
Travel Grant, Acme Consulting, 2005

*Summa cum Laude*, State University of New York College at Brockport, 2005

**PUBLICATIONS:**


ACKNOWLEDGMENTS

I thank Professors Smith and Jones for their assistance in the preparation of this manuscript. Special thanks are due to Mr. John Doe, whose familiarity with the needs and ideas of the community was helpful during the early programming phase of this undertaking. I also thank the members of the community councils for their valuable input. This research was supported in part by a Public Health Service Fellowship, Number 6 RP BV-22, 731-03, from the National Institutes of Mental Health, and by a grant from the National Science Foundation, ABC 123-45678, to Dr. John Smith at the University of Oregon.
(Sample Thesis Dedication—optional)

For my parents, who taught me the value of finishing a project, and my children, to whom I hope to impart the same knowledge.
(Sample Thesis Table of Contents)

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(Sample Thesis List of Schemes, usually used only by Chemistry students)

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APPENDIX D

SAMPLE PREFATORY PAGES—DISSERTATION
IMPACT OF STUDENT ATTITUDE ON THE ABILITY TO FOLLOW DIRECTIONS AND COMPLETE PROJECTS:
AN EMPIRICAL STUDY

by
DANA R. K. THOMAS

A DISSERTATION
Presented to the Department of Psychology and the Graduate School of the University of Oregon in partial fulfillment of the requirements for the degree of Doctor of Philosophy
September 2010
(Format for Long Department Name on Dissertation Title Page)

Presented to the Department of Computer and Information Science
and the Graduate School of the University of Oregon
in partial fulfillment of the requirements
for the degree of
Doctor of Philosophy

March 2010

Presented to the Department of Educational Methodology,
Policy, and Leadership
and the Graduate School of the University of Oregon
in partial fulfillment of the requirements
for the degree of
Doctor of Philosophy

June 2010

Presented to the Department of East Asian
Languages and Literatures
and the Graduate School of the University of Oregon
in partial fulfillment of the requirements
for the degree of
Doctor of Philosophy

September 2010

Presented to the Department of Counseling Psychology
and Human Services
and the Graduate School of the University of Oregon
in partial fulfillment of the requirements
for the degree of
Doctor of Philosophy

December 2010
(Sample Dissertation Approval Page with Chair only, no separate Advisor)

DISSERTATION APPROVAL PAGE

Student: Dana R. K. Thomas

Title: Impact of Student Attitude on the Ability to Follow Directions and Complete Projects: An Empirical Study

This dissertation has been accepted and approved in partial fulfillment of the requirements for the Doctor of Philosophy degree in the Department of Psychology by:

Paul Pepper Chair
Michael Arnold Member
Mark Quizz Member
Jenifer Prosser Outside Member

and

Kimberly Andrews Espy Vice President for Research & Innovation/Dean of the Graduate School

Original approval signatures are on file with the University of Oregon Graduate School.

Degree awarded June 2011
(Sample Dissertation Approval Page with Chair and Advisor)

DISSERTATION APPROVAL PAGE

Student: Dana R. K. Thomas

Title: Impact of Student Attitude on the Ability to Follow Directions and Complete Projects: An Empirical Study

This dissertation has been accepted and approved in partial fulfillment of the requirements for the Doctor of Philosophy degree in the Department of Psychology by:

Paul Pepper Chair
Carol Smith Advisor
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Degree awarded June 2011
DISSERTATION APPROVAL PAGE

Student: Dana R. K. Thomas

Title: Impact of Student Attitude on the Ability to Follow Directions and Complete Projects: An Empirical Study

This dissertation has been accepted and approved in partial fulfillment of the requirements for the Doctor of Philosophy degree in the Department of Psychology by:

Paul Pepper  Co-Chair
Jerry Douglas  Co-Chair
Carol Smith  Member
Michael Arnold  Member

and

Kimberly Andrews Espy  Vice President for Research & Innovation/Dean of the Graduate School

Original approval signatures are on file with the University of Oregon Graduate School.

Degree awarded June 2011
(Sample Dissertation Standard Copyright Page)

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(Sample Dissertation Creative Commons Copyright Page)

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Dissertation Abstract

Dana R. K. Thomas
Doctor of Philosophy
Department of Psychology
December 2010
Title: Impact of Student Attitude on the Ability to Follow Directions and Complete Projects: An Empirical Study

In the 21st century, information technology has made it possible for individuals to produce documents of professional quality without utilizing a publishing company. Graduate students are being held to a higher standard than they have been in the past and are expected to produce dissertations and theses that meet a certain standard of excellence that reflects the high caliber of the research and reflects well on the university as a whole. Although the student’s research has been completed, the importance of presentation details such as organization, high-quality figures, and accurate references should not be discounted. A poorly conceived document gives the impression of sloppiness, leading readers to question the validity of the research. The student must take ownership of the final stage of the writing process by acting as both author and publisher.

(Abstract text must not exceed 350 words but may go onto 2 pages. Abstracts must be formatted as shown, with page nos., margins, and spacing as stipulated in the UO Style Manual.)
(Sample Dissertation CV)

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GRADUATE AND UNDERGRADUATE SCHOOLS ATTENDED:

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National Research Award, National Institutes of Mental Health, 2005
Travel Grant, Acme Counseling Services, 2005

Summa cum Laude, State University of New York College at Brockport, 2005

PUBLICATIONS:


(Sample Dissertation Acknowledgments—optional, 2 pages maximum)

ACKNOWLEDGMENTS

I thank Professors Smith and Jones for their assistance in the preparation of this manuscript. Special thanks are due to Mr. John Doe, whose familiarity with the needs and ideas of the community was helpful during the early programming phase of this undertaking. I also thank the members of the community councils for their valuable input. This research was supported in part by a Public Health Service Fellowship, Number 6 RP BV-22, 731-03, from the National Institutes of Mental Health, and by a grant from the National Science Foundation, ABC 123-45678, to Dr. John Smith at the University of Oregon.
(Sample Dissertation Dedication—optional)

For my parents, who taught me the value of finishing a project, and my children, to whom I hope to impart the same knowledge.
(Sample Dissertation Table of Contents)

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<tr>
<td>2. Compound ABC</td>
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CHAPTER I
INTRODUCTION

This style manual was created to outline the parameters set by necessity to standardize publications produced by graduate students at the University of Oregon. The UO *Style and Policy Manual for Theses and Dissertations* is to be used as a guide to help you establish the physical format and appearance of your thesis or dissertation. However, it does not contain information on all the style issues involved in creating a scholarly work. Some aspects of style (e.g., footnote format and placement, citations and references, tables, and figures) are discipline specific and should be determined in consultation with your advisor and committee.

**Style Manuals**

Other manuals are available in the UO Libraries and the University Bookstore. (See Chapter VII for a list.) Because the student must make a choice concerning style of the manuscript at an early stage, we suggest perusing several different style manuals in the library and consulting with your committee before deciding which style manual to follow. Various disciplines traditionally use a specific style manual.

*Chicago Style Manuals*

Two manuals available from the University of Chicago provide information on most aspects of writing and producing a scholarly work.
Turabian

A Manual for Writers of Term Papers, Theses, and Dissertations\(^1\) by Kate L. Turabian is an excellent resource for the graduate student writing a thesis or dissertation. It specifically addresses the mechanics of writing, the presentation of tables and figures, and the major styles of reference documentation. The chapter comparing the two main documentation systems (humanities versus author-date) is particularly useful.

The Chicago Manual of Style

The Chicago Manual of Style\(^2\) provides a thorough explanation of the editing and proofreading issues faced by writers, editors, and publishers. It contains an excellent section on documentation but is very general in scope and must be adapted by the student to meet the style requirements called for in a scholarly thesis or dissertation.

Some Elements of a Thesis or Dissertation

Headings

The UO style stipulates that each chapter must begin with the chapter designation (with a Roman numeral) and the title, both in ALL CAPS, centered, double spaced, 1 inch from the top of the paper. The first page of Chapter I is numbered as page 1.

Headings are usually referred to numerically by their level in the hierarchy of organization. The no. 1 head is always the chapter title (ALL CAPS, centered, bold or

\(^1\) Kate L. Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations, 6th ed. (Chicago: University of Chicago Press, 1996).

The subsequent levels of headings (no. 2 through as many as necessary) within each chapter can be styled in a variety of ways (any combination of sentence case, small caps, cap and lowercase, bold, underlined, italic, centered, flush left, or run into text) as long as there is some hierarchical logic to the order. If you are using numbered headings, no variation in style is necessary; the numbering system indicates the hierarchy.

The headings in all chapters must be consistent in style. When using nonnumbered heads, you should base your style decisions on the chapter that has the most levels of headings. For example, if Chapter III has four levels of head and the other chapters have only two levels, decide on an appropriate hierarchy for four levels. Use head nos. 1 through 4 in Chapter III and head nos. 1 and 2 in all the other chapters.

Tables

Tables are an important part of many dissertations. Table 1.1 is an example of a short data table that might appear in the Materials and Methods or Results section of dissertation or thesis. Note that the title is at the top of the table (not included in it), and the footnotes are explained below the table, not at the bottom of the page. Remember to leave enough space around the table so the title and footnotes do not become confused with the rest of the text. The use of bold or underlining in the table body is discouraged unless needed to highlight an important aspect. All tables must be cited before they appear in the text. Tables most often should be placed at the end of the paragraph in which they are cited (not in the middle of the paragraph). However, they can be placed on the next page to prevent the table from splitting across two pages.

Occasionally, a table contains data that would be presented best in landscape orientation (Table 1.3). Such a table should appear on its own page. These tables can be
Table 1.1. Type 1 error rate of the LRT using the $\chi^2$ approximation. Shown are the proportion of 2000 data sets simulated under $H_0$.

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<td>0.068**</td>
<td>0.020**</td>
</tr>
<tr>
<td>0.20</td>
<td>0.087**</td>
<td>0.020**</td>
</tr>
<tr>
<td>0.80</td>
<td>0.089**</td>
<td>0.027**</td>
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<td>12</td>
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<td>18</td>
<td>0.112**</td>
<td>0.034**</td>
</tr>
</tbody>
</table>

**Significance level of 0.005.
ns, not significant.

formatted after separating them from the text with Section Breaks before and after, which will allow the text to be rotated. Sometimes, it is easier to create this table as a separate file and then merge the two pdf files into a single file for uploading.

**Figures**

Any kind of illustrative material that is not a table usually is considered a figure, including such items as maps, photographs, and graphs. Every figure must have a numbered caption, and each category must have its own list of captions in the preliminary pages: List of Tables, List of Figures, etc. Figure 1.1 is a sample of a figure embedded in the text.

If a figure takes up less than half the width of the text area of the page, then it is permissible to place the caption to the right or left of the figure. Otherwise, center the figure between the left and right margins, with the caption below. Figures must take up no more than one complete page. If a figure is larger than one page, experiment with changing the orientation (from Portrait to Landscape), photoreduction, or breaking the figure into multiple figures. For figures that take up the entire text area of the page with
### Table 1.2. Homologues of LFY/FLO, UFO/FIM, and AP3/DEF cloned previously or in this study. Gene names conform to the cited reference for previously cloned homologues or follow the nomenclature for *Antirrhinum majus* if cloned in this study. For species with more than one homologue, an A or B designation describes the paralogy group within which genes cluster in phylogenetic analyses. Species with multiple A or B copies are given a further numeric designation. An abbreviation incorporating both species and gene names is used to label terminal branches in gene trees.

<table>
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<th>Abbreviation</th>
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<td>ZeaMaZFL1</td>
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Table 1.2. (continued).

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<th>Abbreviation</th>
<th>Reference</th>
<th>Accession no.</th>
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<tr>
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</tbody>
</table>

no room for the caption, the caption must go on the next page. This situation should be avoided if possible by breaking the figure into separate smaller figures.

Figures must be legible and of “professional” quality. The printing must be clear, with high contrast, and parts must be large enough to be legible after the document is microfilmed. For most figures, any included text should be no smaller than 7 pt. All tables, figures, quotes, appendices, etc., must fit within the designated margins.
Table 1.3. Here is a sample landscape table with formatting instructions.

<table>
<thead>
<tr>
<th>HEAD 1</th>
<th>HEAD 2</th>
<th>HEAD 3</th>
<th>HEAD 4</th>
<th>HEAD 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stub heading A</td>
<td>Body of the table</td>
<td>Body of the table</td>
<td>Body of the table</td>
<td>Body of the table</td>
</tr>
<tr>
<td>Stub heading B</td>
<td>Other info</td>
<td>More info</td>
<td>More info</td>
<td>Info</td>
</tr>
<tr>
<td>Stub heading C</td>
<td>Lots of information here that may take up all of the rest of the space and may have a footnote (^a)</td>
<td>Other stuff</td>
<td>And more stuff</td>
<td>The last bit</td>
</tr>
</tbody>
</table>

\(^a\) This is a footnote for a table, which appears here and should not be confused with a footnote for the text. If text footnotes are numbered, then table footnotes should be designated with letters or symbols.
Figure 1.1. An example of a centered figure in color. Figure captions usually appear below the figure.

Other Internal Elements

Quotations

Short quotes can be placed in running text set off in the normal style by quotation marks. Quotes that would run more than four manuscript lines in running text should be set off as a block. The beginning and ending quotation marks should be removed, and the text should be indented on the left and usually single spaced. The font for all quotes should be the same size as that used for the regular text. See the following pages for samples of an epigraph quote and in-text and block quotes.

Notes

Do not confuse comment notes with bibliographical notes. If you wish to have both types of notes, they must appear in separate places. Comment notes can appear as
footnotes or endnotes. Bibliographical citations must appear in a separate section at the end of the document.

**Footnotes.** Footnotes should be single spaced with an extra line of space between each footnote on a page.

**Endnotes.** Sometimes it is better to place all text notes at the end of the chapter rather than the bottom of individual pages. The section should be titled “Notes” and should be styled as a second-level heading (in whatever style you have chosen for that level of heading). This section also must be listed in the Table of Contents.

**References Cited**

The last section of your document must be the References Cited section. Each citation in the text must match a full citation here. Entries usually are alphabetical, but numbered systems (either alphabetical or in the order of appearance in the text) also are acceptable. This section can be separated into subsections by chapter, and all entries must be single-spaced, with an extra line of space between entries. The References Cited section is information dense and thus provides many opportunities for errors. Follow your chosen style carefully and consistently, paying special attention to inclusion of all necessary information, order of parts, spacing, punctuation, capitalization, and use of bold or italics.
CHAPTER IV

OUT OF THE SHADOW: THE FEMALE WRITER AND THE BREAKING OF SILENCE BY FEMALE PERSONAE IN FICTION

African written literature has traditionally been the preserve of male writers and critics. Today, however, accompanying an ever-growing corpus of literature by African women writers, a new generation of critics, most of them women, is impacting on this male-dominated area. Carole Boyce Davies (1986: 1)

African Women Writers and the Utilitarian Function of Their Art

The late coming into writing of Francophone African women received applause in academic circles. Their entrance into the African literary scene marks the beginning of a new era for African women whose main goal in their writings is to denounce the oppression of women. As Pierrette Herzberger affirms: “Le but principal de toutes les femmes-écrivaines est d’abord de prendre la parole soit pour dénoncer une situation oppressive, soit pour s’élever contre les formes patriarcales qui régissent la plupart des communautés africaines” (24). Francophone African women have perfectly succeeded in making their words heard by finding male and female audiences within their worlds and beyond.

Examples

In this case, the wife is to be inherited by the brother of the departed. This kind of lack of female independence rankles western readers, and we see that this widow is no more excited about this new direction for her life. In her letter to Aissatou, the narrator gives us more details on this event:

Après les actes de piété, Tamsir est venu s’asseoir dans ma chambre dans le fauteuil bleu où tu te plaisais. En penchant sa tête au dehors, il a fait signe à
Mawdo; il a aussi fait signe à l'Imam de la mosquée de son quartier. [...] Tamsir parle cette fois plein d'assurance [...] “Après ta sortie” (Sous-entendu du deuil), je t'épouse. Tu me conviens comme femme et puis, tu continueras à habiter ici comme si Modou n’était pas mort. (84)

Boiling with anger after digesting Tamsir’s words, Ramatoulaye renounces her long silence by blasting Tamsir in the presence of the elders assembled to support him in his proposition.


In Ramatoulaye’s long letter to Aïssatou, who now lives in New York after leaving her husband, Ramatoulaye informs her friend of what she is going through. Ramatoulaye’s letter is a river of revelation on the travails of womanhood and the villainy of manhood. It is through Ramatoulaye, the narrator that we know of all the events taking place in the novel. It is through her that we come to know the other characters. Some of the women like her, are victims of unfaithful husbands and are going through ordeals in their matrimonial homes. Aïssatou, frustrated by her husband’s second marriage, had decided to abandon him and broke her silence in a letter to him.
(Sample References Cited; this example is formatted for the journal Evolution, which is not appropriate for every thesis—each entry is single spaced, with a blank line between entries)

REFERENCES CITED


(do not break entries across pages)


APPENDIX F

STATEMENT TO BE INCLUDED WITH CONTENT AND STYLE REQUEST FORM

In the following chapters of my dissertation, I intend to include published and unpublished co-authored materials. I also request permission to use the style of the journals listed.

I. GENERAL INTRODUCTION
   (style of Journal of Applied Physics)

II. CHARACTERIZATION OF MULTILAYER MESOSTRUCTURES
    Submitted to Annual Reviews of Physical Chemistry (style of Annual Reviews of Physical Chemistry)
    Co-authored material (with F. R. Harris and D. C. Johnson). The excerpt to be included was written entirely by me, with my coauthors providing editorial assistance.
    This chapter summarizes general experimental techniques and issues of importance to multilayer characterization and will largely replace a general exposition of experimental techniques.

III. LENGTH-SCALE DEPENDENT VARIATION OF THE FIRST NUCLEATED PHASE IN NICKEL-SILICON MULTILAYERS
    The experimental work was performed either by me or by S. Ly and X. Kyablue under my direction. The writing is entirely mine. D. C. Johnson provided editorial assistance.
    Vital to the success of our preparative technique is the determination of the critical length scales which determine the nature of the reaction mechanism. This chapter summarizes the variation in the reaction as a function of characteristic length scale.

IV. SELECTIVE PREPARATION OF NICKEL SILICIDES USING MULTILAYERS AS REACTIVE PRECURSORS
    In preparation (style of Journal of Applied Physics)
    Co-authored material (with S. Ly, X. Kyablue, and D. C. Johnson). The experimental work was performed either by me or by S. Ly and X. Kyablue under my direction. The writing is entirely mine. D. C. Johnson provided editorial assistance.

V. CONCLUDING SUMMARY
   (style of Journal of Applied Physics)

[ATTACH FORMAT REGULATIONS, INCLUDING FORMAT FOR REFERENCES, FOR ALL JOURNALS LISTED]
APPENDIX G

ABSTRACT ACKNOWLEDGING CO-AUTHORED MATERIAL

Dissertation Abstract

Dana R. K. Thomas

Doctor of Philosophy

Department of Psychology

December 2010

Title: Impact of Student Attitude on the Ability to Follow Directions and Complete Projects: An Empirical Study

Graduate students are being held to a higher standard than they have been in the past and are expected to produce dissertations and theses that meet a certain standard of excellence that reflects the high caliber of the research and reflects well on the university as a whole. Although the student’s research has been completed, the importance of presentation details such as organization, high-quality figures, and accurate references should not be discounted. A poorly conceived document gives the impression of sloppiness, leading readers to question the validity of the research. The student must take ownership of the final stage of the writing process by acting as both author and publisher.

(INCLUDE THE FOLLOWING ONE-SENTENCE INDENTED PARAGRAPH)

This dissertation includes [previously published/unpublished] [co-authored] [both previously published/unpublished and co-authored] material.
APPENDIX H

ACKNOWLEDGMENT OF CO-AUTHORED MATERIAL 
IN YOUR DISSERTATION OR THESIS

Coauthors must be acknowledged in three places in your document:

1. The Abstract, which must have this concluding one-sentence paragraph: 
   This dissertation includes previously published (unpublished) co-authored material.

2. The first chapter, which must specify which parts of the dissertation have been published or have co-authors.

3. The beginning of each chapter that includes co-authored material. Immediately below the chapter title, you must specify your contribution and acknowledge the contributions of others. This acknowledgment should be included in a separate paragraph. Some examples:

for unpublished material:

   The synthetic procedure described in this chapter was developed by a number of lab members, including <Names>. <Name> and <Name> contributed substantially to this work by participating in the development of a standard synthetic procedure. <Name> was helpful in verifying the synthesis. I was the primary contributor to the optimization of the synthetic conditions, developed the purification procedure, and did all the writing.

for published material:

   This work was published in volume <number> of the journal <Name> in<Month year>. <Name> initially identified <work> and performed preliminary expression analysis; <Name> performed <work>; and <Name> performed the <work>. <Name> and <Name> were the principle investigators for this work.

   or


Your document also should include “bridges,” usually the last paragraph(s) of the chapter, that tie the work discussed in that chapter to the research in the successive chapters.