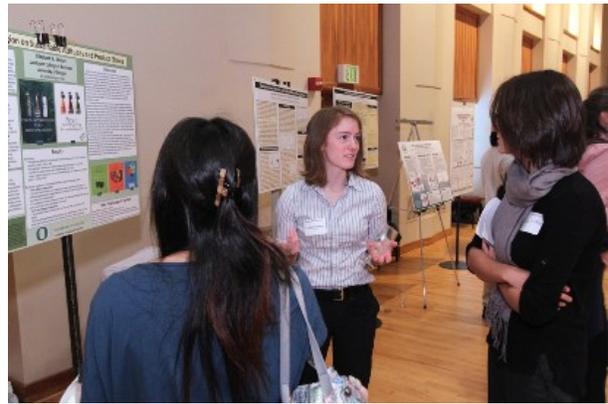




UNIVERSITY
OF OREGON



Thesis and Dissertation Style and Policy Manual

GRADUATE SCHOOL
UNIVERSITY OF OREGON

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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 electronic thesis or dissertation (ETD). Submission of this document is the final step in a program leading to conferral of a graduate degree.

Your ETD is a scholarly publication reflecting the results of your research and academic pursuits at the University of Oregon. As such, your ETD 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 ETD is made available to the international academic community and the public through the UO Libraries and is electronically archived in the University of Oregon Scholars' Bank. All dissertations also are published by ProQuest/UMI.

Thesis or Dissertation

At the University of Oregon, “thesis” refers to the research paper required for a master’s degree and “dissertation” refers to the research paper required for a doctoral degree. Because all UO theses and dissertations are now submitted and archived in only electronic form, both types of documents will be referred to as ETDs (electronic theses or dissertations) throughout this manual. However, when format requirements differ for theses and dissertations, the specific requirements for each type of document will be indicated.

Graduate School Approval

Your ETD is a professional document and should meet professional standards in content and appearance. The Graduate School and the University Graduate Council have established guidelines to ensure uniformity in style and format, and your ETD 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 an ETD 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 committee chair or advisor for department-specific content requirements. Proofreading is the responsibility of the student and his or her advisor.

Style

Most format requirements in the *UO 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 must appear, the content of the prefatory pages, the

type font, margins, and spacing, the placement of page numbers, and the requirements 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, the References Cited section, tables, and figures) are discipline specific and should be determined in consultation with the advisor and committee. Students are encouraged to consult with their research committee about specific style issues before beginning preparation of the manuscript, especially when importing material from other documents or computer programs.

The Graduate School will recommend a student for the degree sought only when the ETD 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 ETDs or paper theses and dissertations 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.

Formatting Questions

For questions regarding style and format, contact the Graduate School at gradsch@uoregon.edu. Proofreading is the responsibility of the student and their committee. Students are encouraged to email a copy of their ETD to the Graduate School for initial formatting review well before submission. The ETD for review should include the draft prefatory pages. Note that during busy times we may not have the staffing available to provide preliminary formatting review.

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. The ETD represents the culmination of years of academic preparation and uniquely expresses a student's training, skills, and ideas. The ETD 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 ETD.

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 (contact Research Compliance Services) or the Institutional Animal Care and Use Committee (contact the Office of Veterinary Services and Animal Care). These offices may also be contacted for protocol review schedules, information on the preparation of subjects, and a detailed explanation of procedures.

¹ Massachusetts Institute of Technology, *Fostering Academic Integrity: Report of the Committee on Academic Responsibility* (Cambridge: Massachusetts Institute of Technology, 15 April 1992), 3.

² *Ibid.*, 8–9.

³ University of Washington Graduate School, *Style and Policy Manual for Theses and Dissertations*, rev. ed. (Seattle: University of Washington Graduate School, 1991).

⁴ Betty Lou Dubois, "Ethics in Research," in *Guidelines for Preparing a Thesis or Dissertation* (Las Cruces: New Mexico State University Graduate School, 1989), 1–2.

CHAPTER III

REQUIREMENTS FOR MASTER'S THESES

A master's 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 with several basic chapters that may include 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 results section, a discussion of the results, and a conclusion. Some of these sections may be combined. A formal list of references cited in the thesis also is required. The thesis must be formatted to conform to the Graduate School specifications as stated in the **current** *UO 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.

Both departmental and the Graduate School requirements must be met 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 and for understanding all Graduate School requirements for the thesis option.

Terminal projects are handled by the department only; they are not submitted to the Graduate School and do not have to meet Graduate School formatting requirements.

Submission Procedures and Requirements

The thesis is the final requirement for some master's degrees and must be submitted to the Graduate School as an electronic document during the term in which the student plans to graduate.

To ensure awarding of the degree, thesis students must 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 for the completion of degree requirements:

<http://gradschool.uoregon.edu/node/263>

1. **Application for degree:** No later than the second week in the term in which the degree is to be awarded, complete the online Application for Advanced Degree with Thesis option indicated: <http://gradschool.uoregon.edu/node/152>
2. **Upload your electronic thesis:** No later than the deadline for the term in which the degree will be awarded, upload the electronic thesis (as a pdf document) to the ProQuest site (see <http://gradschool.uoregon.edu/etd>). **Note:** the thesis may be uploaded any time before this deadline. The uploaded thesis must be accompanied by any appropriate payment (see Chapter V for information on ProQuest, including fees and payment information).
 - Verify the official name of your department; see <https://gradschool.uoregon.edu/thesis-dissertation/department-names-thesis>

3. **Submit the Thesis/Dissertation Approval Form and the Thesis/Dissertation Document Approval:** These forms from the Graduate School website <http://gradschool.uoregon.edu/sites/gradschool1.uoregon.edu/files/SubmissionDocumentApprovalAug12.pdf>) as fillable pdfs. One form requires the signature of the student, and the other requires the signatures of the student and the research committee chairperson(s). Signatures can be original or electronic (i.e., faxed or scanned). These forms may be printed and brought to the Graduate School office or uploaded as an Administrative Document when the thesis is uploaded to the ProQuest site.
3. **Graduate School final approval:** For the next 4 weeks after you have uploaded your thesis:
 - After the thesis has been submitted to the ProQuest site, it will be reviewed by the Thesis Editor at the Graduate School for acceptable formatting. If needed, a list of required formatting corrections will be sent to the e-mail address listed on your ProQuest account. **Be sure this is a working address that you check regularly.** You must stay in touch with the Graduate School until the review process has been completed and you receive **final approval notification**.
 - You should expect a turn-around time of 1 to 3 weeks to receive the corrections list. The corrected version of the document must be uploaded as a revision to the ProQuest site within 1 week after receipt of the corrections list.
 - The degree will not be awarded until all thesis corrections have been approved.
4. **Paper thesis copies:** No paper copies are required by the Graduate School or the UO Library. Check with your department to determine whether a paper copy of the final approved thesis is required for the departmental library. Paper copies may be ordered at your expense from ProQuest or from an outside vendor (contact the Graduate School for a recommended local vendor).

THINGS TO REMEMBER

Deadlines

The dates for various deadlines differ from one academic year to the next. For the current dates, see “Master’s Degree Deadlines” on the Graduate School website <http://gradschool.uoregon.edu/node/262>

Official Department Name

To verify the official name of your department, see “Department Names: Thesis” on the Graduate School website <https://gradschool.uoregon.edu/thesis-dissertation/department-names-thesis>

Language Requirements

The thesis must be written in English. Translations should be provided for foreign language quotations. Under exceptional circumstances and with prior approval by the Dean of the Graduate School, the thesis can be written in another language. 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 the final thesis is indicated by the original or electronic (scanned or faxed) signature(s) of the research committee chairperson(s) and advisor (if applicable) on the Thesis/Dissertation Document Approval <http://gradschool.uoregon.edu/sites/gradschool1.uoregon.edu/files/SubmissionDocumentApprovalAug12.pdf>

Your uploaded thesis will not be reviewed until this signed form has been received by the Graduate School.

Thesis Correction Policy

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

1. When you upload your thesis, the Graduate School is expecting it to be 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, **you must maintain e-mail contact with the Graduate School during this entire time to ensure graduation for that term. Be sure that the e-mail address listed with ProQuest is one that you check frequently.** If there is a possibility that you will be incommunicado during this review period, you should plan to upload your thesis well before the published deadline or plan to have someone designated to make corrections for you.

The master's degree will not be awarded until all thesis corrections have been completed and approved. The process will be complete when you receive final approval notification from the Graduate School.

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 must adhere to a standard format with several chapters, including 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. The dissertation must be formatted to conform to the Graduate School specifications as stated in the **current** *UO 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.

Both departmental and Graduate School requirements must be met for successful completion of a dissertation. 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 and for understanding all Graduate School requirements for dissertations.

Submission 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 in which the student plans to graduate.

To ensure awarding of the degree, thesis students must 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 for the completion of degree requirements.

<https://gradschool.uoregon.edu/node/263>

1. **Application for degree:** No later than the second week of the term in which the degree is to be awarded (before you apply to hold your oral defense), submit your online "Application for Advanced Degree" <https://gradschool.uoregon.edu/node/152>. You must apply for the degree for the same term in which you plan to graduate.
2. **Committee agreement 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.
 - **Important 3-week deadline:** The Graduate School must receive your approved oral defense application at least 3 weeks prior to the defense date. Start the

application process in GradWeb at least 4-5 weeks before your defense date to ensure submission of an approved application by the 3-week deadline.

3. **Committee attendance at the oral defense:** The preferred, best practice is to have all members of the dissertation committee physically present at the final oral defense. In cases where this is not possible, the following policies apply:
 - The student, the Chairperson, the Advisor (if different from the Chairperson), and at least one Core Member must be physically present at the final oral defense.
 - Other members may, with approval of the committee Chairperson and the department, attend the defense remotely via Skype or other videoconferencing technology.
 - Any one member (but not the Chairperson or the Institutional Representative) may be absent from the defense (i.e., not physically present and not videoconferencing) without a petition. This person must agree to (a) waive his/her right to attend the defense, (b) read the dissertation before the defense, and (c) submit any questions directly to the Chairperson before the scheduled defense.
4. **Enrollment verification:** The Graduate School will verify required enrollment. You are expected to graduate in 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, you may be required to register for the next term (see Graduate School website for details).
5. **Additional requirements:**
 - Graduate students are expected to be aware of and meet all the published deadlines for completion of a degree.
 - **Holding the 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.
 - 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 <http://gradschool.uoregon.edu/deadlines-doctoral>. You must submit your dissertation by the deadline corresponding to your defense date.
 - **Interns in Clinical Psychology, Counseling Psychology, and School Psychology:** You must submit the dissertation by the deadline corresponding to your defense date but you will not actually graduate until the end of the internship. Contact the Graduate School for more information.
6. **Paper copies:** Although the Graduate School accepts only an electronic copy of your ETD, you should check with your department to determine whether a paper copy of the final approved dissertation is required for the departmental library.

Submitting Your Dissertation to the Graduate School

After uploading the dissertation to the ProQuest/UMI site, you must submit the following completed forms <http://gradschool.uoregon.edu/etd>

- Thesis/Dissertation Submission Form (signed by you)
- Thesis/Dissertation Document Approval (signed by you, your chair, and your advisor if applicable; electronic signatures are permitted)
- Survey of Earned Doctorates

Your dissertation will not be reviewed until these forms have been received by the Graduate School. If the dissertation is not in compliance with submission requirements or is not received on time, it will not be accepted.

Fees

See the ProQuest website for fees and payment information.
<http://www.etdadmin.com/cgi-bin/main/resources>

THINGS TO REMEMBER

Deadlines

Deadlines differ from one academic year to the next. For the current dates, see the “Doctoral Degree Deadlines” on the Graduate School website
<http://gradschool.uoregon.edu/deadlines-doctoral>

Official Department Name

To verify the official name of your department, see
<https://gradschool.uoregon.edu/thesis-dissertation/department-names-dissertation>

Language Requirements

The dissertation must be written in English. Translations should be provided for foreign language quotations. Under exceptional circumstances and with prior approval by the Dean of the Graduate School, the thesis can be written in another language. 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 the final dissertation is indicated by the original or electronic (scanned or faxed) signature(s) of the research committee chairperson(s) and advisor (if applicable) on the Thesis/Dissertation Document Approval
<http://gradschool.uoregon.edu/sites/gradschool1.uoregon.edu/files/SubmissionDocumentApprovalAug12.pdf>

Your uploaded dissertation will not be reviewed until this signed form has been received by the Graduate School. received by the Graduate School.

Dissertation Correction Policy

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

1. When you upload your dissertation, the Graduate School is expecting it to be 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, **you must maintain e-mail contact with the Graduate School during this entire time to ensure graduation for that term. Be sure that the e-mail address listed with ProQuest is one that you check frequently.** If there is a possibility that you will be incommunicado during this period, you should plan to upload your dissertation well before the published deadline or plan to have someone designated to make corrections for you.

The doctoral degree will not be awarded until all dissertation corrections have been completed and approved. The process will be complete when you receive final approval notification from the Graduate School.

CHAPTER V

PUBLICATION AND COPYRIGHT

ProQuest and Scholars' Bank

ProQuest provides an ETD service for keeping the scholarly record of doctoral and master's degree recipients worldwide. ProQuest 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 Institutional Repository), as part of the University Archives.

All master's and doctoral degree candidates are required to upload their ETDs to ProQuest and make a copy available through Scholars' Bank. Fees for submission to ProQuest can be found on their website. Submission to Scholars' Bank has no associated fees and occurs through the ProQuest interface.

ProQuest Publication

When you submit your ETD to ProQuest, you must accept their publishing agreement. The publishing agreement submitted by the author grants ProQuest the nonexclusive right to use their ETD master copy to provide dissertation or thesis copies to individuals; the author retains all other publishing rights. ProQuest offers two publishing options: Traditional Publishing, which has no cost, and Open Access Publishing PLUS, for which you will be assessed a fee. The Open Access Publishing PLUS option through ProQuest provides open access to the ProQuest copy of the work through the ProQuest website and services. **No matter which option you choose with ProQuest, you can opt for an open access copy of your dissertation via the University of Oregon Scholars' Bank at no cost.**

For more information, see the ProQuest ETD Administrator website <http://www.etdadmin.com/cgi-bin/main/home>

Scholars' Bank Publication, University of Oregon, University Archives

Submission to Scholar's Bank occurs through the ProQuest interface. When the library receives a copy of your ETD, it will be made available via Scholars' Bank. The default option is for your ETD to be made available as open access upon receipt by the library. Unless there are compelling reasons to do otherwise, this option is preferred.

The UO publishing agreement, submitted by the author, grants the University of Oregon Libraries the nonexclusive and perpetual right to use their master copy to preserve the ETD and to provide access according to the option selected by the author (open access or UO only). The author retains all other publishing rights.

For more information on the University of Oregon Scholars' Bank publishing options, visit the Scholars' Bank web page <https://scholarsbank.uoregon.edu>

Access Options

When submitting your thesis or dissertation, you have the option to restrict access to your work in one of the following ways:

1. Delayed Release/Embargo

Embargo is the term used to describe delayed availability of scholarly work. During the embargo, ProQuest will provide access to the record and abstract of your ETD; Scholars' Bank will provide "UO Only" access to the record and the full text. After the embargo period, your ETD will be published via ProQuest according to the publishing option you selected and will be freely available online via Scholars' Bank. You may place an embargo on your work for:

- 6 months
- 1 year
- 2 years

Additional years or restriction is subject to Graduate School approval. Contact the Graduate School for more information.

For more information on access publishing options, visit the Scholars' Bank web page <https://scholarsbank.uoregon.edu/>.

Registering your Copyright

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. You may do so directly through the Library of Congress U.S. Copyright Office for a fee. You also can designate ProQuest to act as your copyright agent. For a fee, ProQuest 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 website. Regardless of whether you choose to register your copyright yourself, through ProQuest, or not at all, each ETD must include a copyright page (p. iii of the prefatory pages).

By registering the copyright of your ETD, 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.

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 requiring your permission. CC allows you to choose from six 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, i.e., you get credited for the ideas expressed in your ETD.

The most common CC license used for academic purposes is **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).



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



If you choose a CC licensing option, you must add it as part of your ETD details on the ProQuest site and include this information on your copyright page. (See the examples in [Appendices C](#) and [D](#), Sample Prefatory Pages.) For more information on CC licensing, see <http://creativecommons.org/licenses/>.

Fees

If you select any fee options when you upload your ETD to ProQuest, you will be required to pay with a credit card online. The fees listed below are subject to change. Please verify current fees with ProQuest.

Using Materials Copyrighted by Others

The ProQuest website provides guidance on use of copyrighted materials. <http://www.etdadmin.com/cgi-bin/main/resources>
When you, as the author, accept the ProQuest publishing agreement, you certify that any copyrighted material used in your ETD, beyond brief excerpts, is included with the written permission of the copyright owner. Copies of permission letters should be uploaded to the ProQuest site in the section “Supplemental Files.” Be sure that permission is specifically extended to ProQuest. For sample permission letters, see the ProQuest website.

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 (all numbered with lowercase Roman numerals)

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

Exception:

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

Body of Text

- Text of ETD 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 (*optional, may be used instead of footnotes*) appear as a separate section (but do not start on a new page) at the end of each chapter.
- Appendix or Appendices (*optional*) appear at the end of the text, before the References Cited.
- A single References Cited section 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 ETD 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 or endnote and references style, and the accuracy of quotations, tables, and other illustrative materials.

File Size

File size limit is 1000 MB (or approximately 1 GB). Actually, the size limit for your entire ETD submission is 1000 MB. So if you have supplemental files that you want to include with your ETD, please make sure that the size of all files combined does not exceed 1000 MB.

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 when the ETD is viewed online and to conform to ProQuest guidelines.

Margins

Margins are defined as the white space surrounding the printed matter. 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 at the top and bottom
- Page numbers must be placed in a footer, centered, 0.75 inch from the bottom

Margin requirements apply to all materials in the ETD, including figures, tables, photographs, etc., and all material in appendices and must be uniform on all pages, including those in landscape orientation and those in large sizes (11 by 17 inches).

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 formatted in a text “footer.” **They should be the same size and font as that used in the rest of the document.** For formatting the different types of pages numbers in the prefatory pages and the text, see [Appendix B](#).

Centering

Text to be centered (e.g., chapter titles) should be centered between the 1.25-inch left and right margins. Remove any first-line indent (see the ruler) in the format for centered lines, which will push the “centered” text too far to the right.

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 References Cited entries **must** be single spaced, but there must be one blank line between footnote, endnote, or Ref Cited 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 first-line indents and no hyphenation. Full page justification is discouraged because it frequently causes inconsistency in spacing between words.
- Do not allow more than a quarter page of white space at the end of any page (except at the end of a chapter). Large spaces make it appear that some part of the text is missing. When a large figure or table does not fit at the bottom of the page where it is cited, move it to the next page and fill in the blank space at the bottom of the previous page with text from after the figure or table.

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 are easy to read online. 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 “l”.

- 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 font size may be used for table bodies and figures, but table titles 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 type.
- Bold, italics, and underlining may be used for 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) in a printed publication.

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 ProQuest 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. Remember that your document will be archived only in electronic form; therefore, small parts of figures or tables can be made more legible by the reader by using the zoom feature.

Style Manuals for Text

In addition to adhering to the guidelines included in this *UO Manual*, each student should select a general style manual to follow for making consistent decisions about specific points of style not covered here. All decisions regarding style and format must be consistent with the chosen style manual and the *UO Manual*. Should the manuals conflict, the *UO Manual* takes precedence. Some commonly used style manuals:

- American Psychological Association. *Publication Manual of the American Psychological Association* (any edition). Washington, D.C.: American Psychological Association.
- *The Chicago Manual of Style* (any edition). Chicago: University of Chicago Press.
- Coghill, Anne M., and Lorrin R. Garson, eds. *The ACS Style Guide: Effective Communication of Scientific Information*. 3rd ed. Washington, D.C.: American Chemical Society, 2006.
- Gibaldi, Joseph, ed. *MLA Handbook for Writers of Research Papers*. (any edition). New York: Modern Language Association of America.

- 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 in the text. Label each with a caption or title and include that caption/title (or a truncated form) in a list (see [Chapter VIII](#), section 9, List of Figures, Tables, etc.). All illustrative materials must conform to margin, legibility, and pagination requirements explained above.

Each table, figure, etc., must be referred to 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, when the table or figure does not fit on the rest of the page at the end of the paragraph in which it is mentioned, continue the text to fill out the page and place the table or figure at the top of the next page. **As in a book or a journal article, do not leave large white spaces at the bottom of pages (no more than a quarter page), otherwise it will appear as if some text is missing.**

Because your ETD must 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 and figures and their titles/captions from text, leave appropriate space above and/or below them. Long tables can begin at the top of one page and continue onto successive pages. The table title must appear at the top of the table on the first page. 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).

In some situations, tables and figures may be placed together as one or more appendices at the end of the text (before the References Cited section) instead of being embedded in the text. At first mention of the first table/figure in the text, include information for the reader, e.g., “(see Appendix A for all tables).” All appendix pages must be paginated sequentially with the rest of the document.

Items that are not tables (e.g., figures, maps, graphs, etc.) should be formatted to fit on a single page. When a figure contains several parts that cannot fit on a single page, the parts should be broken into more than one figure. When 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 horizontal line (see below). In this case, the page number of the caption (rather than the actual figure page) should be listed for that figure in the List of Figures (see App E for example).

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

Use of Color

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

Supplemental Files

Other materials, such as audio or video files (including mp4 files), may be included when this material is an integral part of the ETD. The ProQuest form includes a section in which you can enter information about such files and then upload them separately from your ETD. The supplemental file(s) must be mentioned in three places in your ETD:

- The end of your abstract: a short (one or two sentences) description of each supplemental file
- The Table of Contents (without page nos.), after the References Cited:
REFERENCES CITED 375
SUPPLEMENTAL FILES
 VIDEO: CROATIAN DANCES
 AUDIO: KLAPA FESTIVAL IN OMIŠ
- The body of the ETD: somewhere in the text the reader should be directed to “the supplemental files included with this thesis/dissertation.”

If you are uploading supplemental files larger than 1,000 MB or files that require specific descriptive information, please contact the UO Libraries Scholars’ Bank <https://scholarsbank.uoregon.edu>

In lieu of submitting supplemental files through ProQuest, you may deposit them directly into Scholars’ Bank. Contact the Scholars’ Bank Team to obtain a digital object identifier (doi) and for more information.

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 archived ETD.

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 template links). We highly recommend that you use these templates for the creation of your prefatory pages. These pages will be reviewed word by word by the Thesis Editor and must closely match the corresponding sample 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](#); 90% of the errors in any ETD occur in these pages.**

Following are some specific points to keep in mind when formatting the prefatory pages.

1. Title Page

- No page number appears on the title page, but it is counted as page i.
- Type the title of your document in ALL CAPS, centered, near the top of the page. If the title runs onto more than one line, use inverted pyramid style (first line longer than the second, see sample pages), double spaced.
- 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. Either full middle name or middle initial is acceptable, but this usage must be **consistent on all prefatory pages**. 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 Thesis: <http://gradschool.uoregon.edu/thesis-dissertation/department-names-thesis> or Dissertation: <https://gradschool.uoregon.edu/thesis-dissertation/department-names-dissertation> on the Graduate School website
- 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 the term in which you are to graduate (**not** the month of your defense): 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 page. To ensure proper placement of page numbers, see “Placement and Formatting of Margins and Page Numbers” in [Appendix B](#).

- Be sure to use your official UO name of record.
- Make sure the title exactly matches that on the Title page except use Title Case (Capitalize the Initial Letter of All Words Except Articles, Prepositions, and Conjunctions) instead of ALL CAPS. Multi-line titles should be single spaced.
- Follow the exact wording for the approval statement, inserting the degree name and the official department name in the appropriate places. This statement is single spaced.
- Insert the names of the Committee in Charge. (with or without titles or degrees as desired), single spaced in one column. Insert the position on the committee in a second column to the right (aligned using tabs), identifying the Chair, Co-Chairs, Advisor, Core Members, and Institutional Representative as appropriate. When the positions of Chair and Advisor are filled by the same person, list this person only once (as the Chair).
- Insert the name of the Dean of the Graduate School (not the Dean of your school) with the title aligned with the Committee members’ titles above.
- The month and year (without a comma) is the same as that on the Title page.

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.
- For a standard copyright, 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, i.e., the year in which the thesis or dissertation is submitted to the Graduate School (except for Psychology interns).
- For a Creative Commons license, the following information must be included: (a) the symbol © or the word “Copyright,” (b) the year, (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).
<http://creativecommons.org/licenses/>
- The year listed in the copyright notice is the year of first publication or distribution, i.e., the year in which the thesis or dissertation is submitted to the Graduate School (except for Psychology interns).

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.

- Your name, degree name, UO department or school name, and graduation date, and title of your document (in Title Case, single spaced) must all match those on the preceding prefatory pages.
- The text of the abstract must begin with an indented line (standard paragraph style), should be double spaced, and cannot 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 without hyphenation (rather than full justification) is preferred.
- Because the Abstract must be able to stand alone, apart from the body of the ETD, 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.

- Your name must match that on the preceding prefatory pages.
- 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 document. You may include your major (e.g., Doctor of Philosophy in Counseling Psychology). Include year and granting institution (not department or school within the institution)
- 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. The text of the abstract must begin with an indented line (standard paragraph style) and should be double spaced. This section must not be more than 2 pages long.

7. Dedication

This page is optional. Format exactly as shown on sample pages. Use of the DEDICATION heading is optional. The dedication should be brief (no more than 1 page).

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 of the document, 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).

- “Chapter” and “Page” headings appear below the “TABLE OF CONTENTS” heading on the first page and again at the top of all subsequent Table of Contents pages.
- The first line of the body of the Table of Contents is the title of Chapter I (do not list any of the prefatory pages; no preface is allowed).
- 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 pages ([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 the leader character (**not periods**; in MS Word 2013: 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 are on the same line as 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 ETD, a numbered list of the captions/titles is required. Each list should begin on a separate page. Format exactly as shown on sample pages.

- Common headings for these lists are LIST OF FIGURES, LIST OF TABLES, LIST OF SCHEMES, and LIST OF MUSICAL EXAMPLES.
- As for the Table of Contents, “Figure [Table, Scheme, Example]” and “Page” headings appear below the “LIST” heading on the first page and again at the top of 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. For example:

Volatile concentrations in olivine-hosted melt inclusions (filled circle), matrix glass (open diamond), and lava glass (open triangle) erupted from Sand Mountain, located in the central Oregon Cascades. Sand Mountain has an unusually large tephra deposit (maximum DRE eruptive volume is $\sim 1.13 \text{ km}^3$) and the S, Cl, and F concentrations are elevated above those of the cinder cones analyzed in this study

can be truncated to:

Volatile concentrations in olivine-hosted melt inclusions, matrix glass, and lava glass, Sand Mountain, central Oregon Cascades.

- You must use the leader character (**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 are on the same line as 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 match those in the text.

CHAPTER IX

PREFATORY PAGE TEMPLATES

The preformatted templates available on the Graduate School website (<http://gradschool.uoregon.edu/node/151>) are intended for use with MS Word on a PC, but they usually work with Apple computers. These templates are provided as an aid to students for correctly formatting the ETD prefatory pages. 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 ETD or 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 ETD 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 at <http://gradschool.uoregon.edu/node/151> and follow these instructions.

1. Click on the link to the appropriate template listed under 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 all formatting on the page, including spaces, tabs, 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 ETDs 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. 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.

Page Numbers

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

Chapters

The text body should be divided into chapters, which are numbered with uppercase 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 document. 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.

Headings

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 formatted 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.

Block Quotes

Block quotes must be indented on the left to an appropriate place. Do not include beginning and ending quotation marks. Block quotes can be single or double spaced.

Footnotes and Endnotes

Do not confuse comment notes with Reference citations. You may have comments as notes, but they cannot appear in the References Cited section at the end of the document; they must be placed as footnotes or endnotes. 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).

Text Footnotes

Text footnotes at the bottom of pages 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. Footnotes must be numbered or lettered either consecutively 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.).

Table Footnotes

Footnotes that explain information within tables must not be confused with text footnotes. Table footnote designators should be different from those used for text footnotes. Table footnotes appear together at the bottom of the table, not at the bottom of the text 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 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, top of the page, **no colon**, double spaced above title, bold or not to match the chapter titles in the text) 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

When the appendix includes material that cannot accommodate the designation and title on the first page, 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. You may choose whether to list internal headings (levels 2, 3, etc.), tables, and figures included in an appendix in the Table of Contents or Lists of Figures/Tables. All appendices must be referred to somewhere in the text and must appear in the order in which they are cited.

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, bold or not to match the chapter titles in the text). Although individual chapters may have Endnotes sections, the list of References Cited appears only at the end of the document.

Each in-text reference citation 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 text may be listed in an appendix (e.g., as 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 also 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.**

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 ETD to a PDF file, **look at every page 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). Make sure any unusual symbols or characters have been rendered correctly and that all illustrative materials appear as intended before you upload the final PDF to the ProQuest site. **Time invested at this point will save much time during the corrections process.**

CHAPTER XI

THESES AND DISSERTATIONS THAT INCLUDE PREVIOUSLY PUBLISHED AND/OR CO-AUTHORED MATERIAL AND/OR ARE FORMATTED IN THE STYLE OF A JOURNAL

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 ETD to conform to the style of an academic journal also is allowed under certain circumstances. However, remember that the ETD 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 ETD 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 your intended graduation. Such material would be any text, figures, tables, or other work that is physically included or a “substantial portion of such materials,” which 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 an ETD. Your committee is responsible for these decisions.

1. At least one term before your intended graduation, request permission from your committee and the Graduate School to include your own published material or material that was published with co-authors using the “Thesis/Dissertation Content and Style Request Form” on the Graduate School website <http://gradschool.uoregon.edu/current-students/academic-forms>
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 ETD. (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 ETD according to the standards of attribution prevalent in your field. Co-authors must be acknowledged in three places in your ETD:
 - a. **The Abstract.** Your abstract must have this concluding one-sentence paragraph beginning with an indented line (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 ETD and must specify which parts have been published with only your name 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 ETD and are written to encompass all the articles included in the ETD.
4. To prevent the ETD 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 heading “Bridge” can be used but is not required. 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” or “See Figure 1.2” (when figures are numbered by chapter).
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 chapter but follow the last chapter of the ETD, before the References Cited.
7. The References Cited list does not appear within each chapter but at the end of the ETD (see [Chapters VI](#) and X). The usual presentation is a single alphabetical or numbered list of all the citations included in the entire ETD, 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 ETD. Comment notes must be placed as footnotes or endnotes for 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 ETD). Note that permission to reproduce material rarely includes permission to alter it.

B. Use of a journal style. If you wish to format your ETD 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 ETD completion, obtain approval from the Graduate School to use journal format style in your ETD.
 - a. Submit the completed “Thesis/Dissertation Content and Style Request Form” on the Graduate School website <http://gradschool.uoregon.edu/current-students/academic-forms>
 - b. 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).
 - c. 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. An ETD 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 (the heading “Bridge” can be used but is not required), 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), the content and format of the prefatory pages, style for level 1 headings (chapter titles), and placement of reference material and footnotes or endnotes.
 - c. 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” or “See Figure 1.2” (when figures are numbered by chapter).
 - d. Abstracts and Acknowledgments do not appear with each article or chapter but are placed at the beginning of the ETD and are written to encompass all the articles included in the ETD.
 - 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 ETD, before the References Cited section.
 - f. The References Cited list does not appear within each article or chapter but at the end of the ETD (see [Chapters VI](#) and [X](#)). The usual presentation is a single alphabetical or numbered list of all the citations included in the entire ETD, 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 ETD. 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. Regardless of what style you use for your in-text reference citations (footnotes, endnotes, Blue Book, etc.), a separate References Cited section is still required.

APPENDIX A

ESSENTIAL LINKS TO THE UO GRADUATE SCHOOL AND OTHER WEBSITES

General

Applications for Advanced Degree

<http://gradschool.uoregon.edu/getting-ready-graduate>

Concurrent degree information

<http://gradschool.uoregon.edu/policies-procedures/concurrent-degrees>

Creative Commons website

<http://creativecommons.org/licenses/>

ProQuest ETD Administrator

<http://www.etdadmin.com/cgi-bin/home>

ProQuest Copyrighting and Licensing

<http://www.etdadmin.com/cgi-bin/main/resources>

Thesis/Dissertation Content and Style Request Form

<https://gradschool.uoregon.edu/sites/default/files/Content-Style-Request.pdf>

Thesis/Dissertation Submission Form and Thesis/Dissertation Document Approval

<https://gradschool.uoregon.edu/sites/default/files/SubmissionDocumentApprovalAug12.pdf>

UO Scholars' Bank website

<https://scholarsbank.uoregon.edu/xmlui/>

Dissertation Specific

Prefatory Pages [Template](#): Dissertation

Department 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>

Survey of Earned Doctorates
<https://sed.norc.org/showRegister.do>

Thesis Specific

Prefatory Pages [Template](#): Thesis

Department Names: Thesis
<http://gradschool.uoregon.edu/thesis-dissertation/department-names-thesis>

Master's Degree Deadlines
<http://gradschool.uoregon.edu/node/262>

APPENDIX B

PLACEMENT AND FORMATTING OF MARGINS AND PAGE NUMBERS

The following instructions are for Microsoft (MS) Word, 2013, for PC.

Margins and Paragraph Spacing

- 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; Left and Right, 1.25 inches. Apply to whole document.
- In the Paragraph menu box, Spacing section, make sure all “Spacing” settings (before and after) are “0”

Footer Placement for Page Numbers on Prefatory Pages

(Note: No header appears on any page in the document)

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 C](#) and [D](#)).

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.
- Click on “Bottom of Page” and choose the option on the menu that shows a single number, centered (Plain Number 2). The page number will appear as “1” at the bottom of the page.
- The toolbar will now display the Header & Footer Tools Design menu. In the Position menu box, change the footer position to 0.75 inch.
- In the Footer itself (area under the dotted line at the bottom of the page), delete the extra “enter” Word has so “helpfully” inserted below the page no. (which pushes the page no. up too high). Make sure the page no. is in the same font and font size as the rest of the ETD text.

To change the page no. from Arabic numbers to lowercase Roman numerals for the Prefatory Pages:

- Under Insert, in the Header & Footer menu box, click on Page Number.
- On the pull-down menu, click on Format Page Numbers.
- On the “Number format” line, choose the lowercase Roman numerals option (i, ii, iii, ...) from the pull-down menu
- In the lower part of this dialog box, under “Page Numbering”, click the “Start at” button; a “i” should appear in the 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
- Under Page Layout on the toolbar, 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

The text portion of your ETD (after the Prefatory Pages) must be numbered with Arabic numbers. To achieve a single document with the two types of pages numbers required, you have two options.

1. Insert a section break (Page Layout > Breaks > Section Breaks > Next Page) at the end of the last prefatory page. After you insert the section break, be sure that both sections of the document (before and after the break) have the same correct margins and page number format and placement (occasionally, one or both sections will revert to default settings).
2. Maintain prefatory pages and text pages as separate files while editing. When you are ready to submit the final ETD, make each file into a PDF file and then combine these two files.

Combining Multiple Files into a Single PDF File

Your ETD must be submitted as a single PDF file. To make one PDF file from multiple files (see Adobe’s Acrobat Help documentation for more details):

- Open the first PDF file in Adobe Acrobat.
- Select Document > Insert Pages to insert the second file (indicate that it should go after the last page of the first file).

Formatting Page Numbers

To finalize or change the formatting of the page numbers:

- In Print Layout view, 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.**

APPENDIX C

SAMPLE PREFATORY PAGES—THESIS

(Sample Thesis Title Page

no page no. appears on this page)

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 2015

(Sample Thesis Approval Page)

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	Chair
Carol Smith	Member
Michael Arnold	Member

and

Scott L. Pratt	Dean of the Graduate School
----------------	-----------------------------

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

Degree awarded September 2015.

(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

Scott L. Pratt	Dean of the Graduate School
----------------	-----------------------------

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

Degree awarded September 2015.

(Sample Approval Page for ONLY Interdisciplinary Studies Program: Individualized Program)

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

Scott L. Pratt	Dean of the Graduate School
----------------	-----------------------------

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

Degree awarded September 2015.

(Sample Thesis Copyright Page)

© 2015 Dana R. K. Thomas

(Sample Thesis Creative Commons Copyright Page)

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This work is licensed under a Creative Commons
Attribution-NonCommercial-NoDerivs (United States) License.



(Sample Thesis Abstract Page)

THESIS ABSTRACT

Dana R. K. Thomas

Master of Science

Department of Psychology

September 2015

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.)

(Sample Thesis CV)

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
Whitman College, Walla Walla, Washington

DEGREES AWARDED:

Master of Science, Psychology, 2015, University of Oregon
Master of Community and Regional Planning, 2007, State University of New
York College at Brockport
Bachelor of Arts, 2005, Psychology, Whitman College

AREAS OF SPECIAL INTEREST:

Psychology of Learning and Teaching
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

Travel Grant, Acme Consulting, 2006

Summa cum Laude, Whitman College, 2005

PUBLICATIONS:

Thomas, D. R. K., & Smith, A. B. (2009). System models for the study of procrastination in high school students. *American Journal of Everything*, 100, 7–20.

Smith, A. B., Thomas, D. R. K., & Kemper, S. (2008). Models and instruments for analysis. E. Ramping & J. R. Douglas (Eds.), *Behavior analysis: The areas of research* (pp. 67-69). Englewood Cliffs, NJ: Prentice-Hall.

(Sample Thesis 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 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 with Notes sections and one Appendix)

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(Sample Thesis List of Tables)

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

LIST OF SCHEMES

Scheme	Page
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APPENDIX D

SAMPLE PREFATORY PAGES—DISSERTATION

(Sample Dissertation Title Page

no page no. appears on this page)

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 2015

(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	Core Member
Mark Quizz	Core Member
Jenifer Prosser	Institutional Representative

and

Scott L. Pratt	Dean of the Graduate School
----------------	-----------------------------

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

Degree awarded September 2015.

(Sample Dissertation Approval Page with Chair and Advisor)

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Student: Dana R. K. Thomas

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Michael Arnold	Core Member
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Scott L. Pratt	Dean of the Graduate School
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Degree awarded September 2015.

(Sample Dissertation Approval Page with Co-Chairs)

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Paul Pepper	Co-Chair
Jerry Douglas	Co-Chair
Carol Smith	Core Member
Michael Arnold	Core Member
Ellen Terkoff	Institutional Representative

and

Scott L. Pratt	Dean of the Graduate School
----------------	-----------------------------

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

Degree awarded September 2015.

(Sample Dissertation Standard Copyright Page)

© 2015 Dana R. K. Thomas

(Sample Dissertation Creative Commons Copyright Page)

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Attribution-NonCommercial-NoDerivs (United States) License.



(Sample Dissertation Abstract Page)

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Department of Psychology

September 2015

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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).

² *The Chicago Manual of Style, The Essential Guide for Writers, Editors and Publishers*, 14th ed. (Chicago: University of Chicago Press, 1993).

not). 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 part of the table, they are not part of the text. Remember to leave

Table 1.1. Type 1 error rate of the LRT using the χ^2 approximation. Shown are the proportion of 2000 data sets simulated under H_0 .

Data set	$\alpha = 0.05$	$\alpha = 0.01$
Sequence divergence		
0.05	0.068**	0.020**
0.20	0.087**	0.020**
0.80	0.089**	0.027**
Species number		
6	0.067**	0.014 ns
12	0.087**	0.021**
18	0.112**	0.034**

**Significance level of 0.005.

ns, not significant.

enough space above and below 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 (see Table 1.2).

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 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

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.

Species	Gene	Abbreviation	Reference	Accession no.
<i>Zea mays</i>	<i>ZFL1</i>	ZeaMaZFL1	Bomblies et al., 2003	AY179883
	<i>SLK1</i>	ZeaMaSLK1	Ambrose et al., 2000	AF181479
<i>Arabidopsis thaliana</i>	<i>LFY</i>	AraThLFY	Weigel et al., 1992	M91208
	<i>UFO</i>	AraThUFO	Ingram et al., 1995	X89224
	<i>AP3</i>	AraThAP3	Jack et al., 1992	A42095
<i>Petunia hybrida</i>	<i>ALF</i>	PetHyALF	Souer et al., 1998	AF030171
	<i>TM6</i>	PetHyTM6	Kramer et al., 2000	AF230704
	<i>PMADS1</i>	PetHyPMADS1	Kush et al., 1993	X69946
<i>Lycopersicon esculentum</i>	<i>FA</i>	LycEsFA	Molinero-Rosales et al., 1999	AF197935
	<i>TM6</i>	LycEsTM6	Pnueli et al., 1991	X60759
	<i>AP3</i>	LycEsAP3	Kramer et al., 2000	AF052868
<i>Syringa vulgaris</i>	<i>FLO</i>	SyrVuFLO	this study	AY524037
	<i>FIM</i>	SyrVuFIM	this study	AY524021
	<i>DEF</i>	SyrVuDEF	this study	AY524007
<i>Antirrhinum majus</i>	<i>FLO</i>	AntMaFLO	Coen et al., 1990	M55525
	<i>FIM</i>	AntMaFIM	Simon et al., 1994	S71192
	<i>DEF</i>	AntMaDEF	Sommer et al., 1990	S12378
<i>Chelone glabra</i>	<i>FLO</i>	CheGIFLO	this study	AY524029
	<i>FIM</i>	CheGIFIM	this study	AY524022
	<i>DEF</i>	CheGIDEF	this study	AY524008
<i>Verbena officinalis</i>	<i>FLOA</i>	VerOfFLOA	this study	AY524030
	<i>FLOB</i>	VerOfFLOB	this study	AY524038
	<i>FIM</i>	VerOfFIM	this study	AY524023
	<i>DEFA</i>	VerOfDEFA	this study	AY524009
	<i>DEFB</i>	VerOfDEFB	this study	AY524014

Table 1.2. (continued).

Species	Gene	Abbreviation	Reference	Accession no.
<i>Salvia coccinia</i>	<i>FLOA1</i>	SalCoFLOA1	this study	AY524031
	<i>FLOA2</i>	SalCoFLOA2	this study	AY524032
	<i>FIM</i>	SalCoFIM	this study	AY524024
	<i>DEFB1</i>	SalCoDEFB1	this study	AY524015
	<i>DEFB2</i>	SalCoDEFB2	this study	AY524016
<i>Pedicularis groenlandica</i>	<i>FLOA</i>	PedGrFLOA	this study	AY524033
	<i>FLOB</i>	PedGrFLOB	this study	AY524039
	<i>FIM</i>	PedGrFIM	this study	AY524025
	<i>DEFA</i>	PedGrDEFA	this study	AY524010
	<i>DEFB</i>	PedGrDEFB	this study	AY524017
<i>Paulonia tomentosa</i>	<i>FLOA</i>	PauToFLOA	this study	AY524034
	<i>FLOB</i>	PauToFLOB	this study	AY524040
	<i>FIM</i>	PauToFIM	this study	AY524026
	<i>DEFA</i>	PauToDEFA	this study	AY524011
	<i>DEFB</i>	PauToDEFB	this study	AY524018
<i>Mimulus lewisii</i>	<i>FLOA</i>	MimLeFLOA	this study	AY524035
	<i>FLOB</i>	MimLeFLOB	this study	AY524041
	<i>FIM</i>	MimLeFIM	this study	AY524027
	<i>DEFA</i>	MimLeDEFA	this study	AY524013
	<i>DEFB</i>	MimLeDEFB	this study	AY524019

figure into multiple figures. For figures that take up the entire text area of the page with no room for the caption, the caption must go on the previous page (see Fig. 1.2 for example).

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.

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

^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.

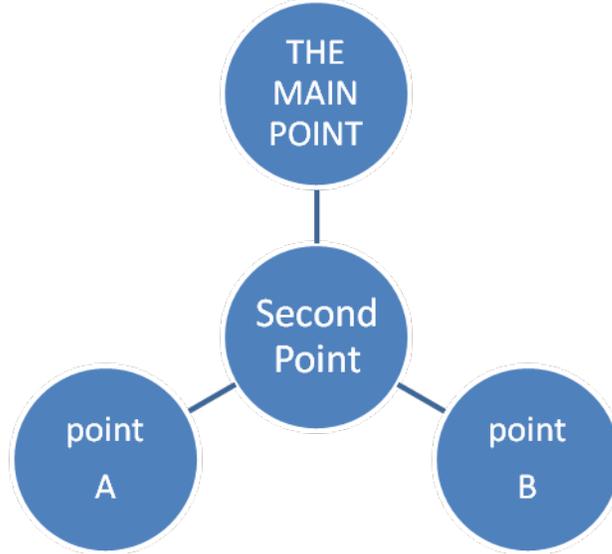


Figure 1.1. An example of a centered figure in color. Figure captions usually appear below the figure.

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.

Figure 1.2. (next page). Figure captions usually appear below the figure. However, when the figure is so large that the caption cannot fit on the same page with the figure, the caption should appear at the bottom of the previous page below a full-width horizontal line. The page of the caption is the one that should be listed in the List of Figures

THE REALLY GIANT FIGURE 1.2 GOES HERE

AND

TAKES

UP

THE

ENTIRE

PAGE

WITH

NO ROOM FOR THE CAPTION

AT THE BOTTOM OR SIDE

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.

(Sample text from document in a different font, with epigraph and block quotes)

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.

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 Aïssatou, 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)

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

(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)

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(do not break entries across pages)

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(Sample References Cited divided by chapter)

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Chapter II

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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

Published as Smith, A. B; Ly, S.; Kyablue, X; Johnson, D. C. Length-scale dependent variation of the first nucleated phase in nickel-silicon multilayers. *Journal of Applied Physics* 2006, 35, 25-30.

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 OR REPRINT(S) OF ARTICLE(S)]

APPENDIX G

ABSTRACT ACKNOWLEDGING CO-AUTHORED MATERIAL

DISSERTATION ABSTRACT

Dana R. K. Thomas

Doctor of Philosophy

Department of Psychology

December 2015

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.

(END WITH THE FOLLOWING ONE-SENTENCE PARAGRAPH, WITH FIRST LINE INDENTED)

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 ETD:

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 as its own 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 principal investigators for this work.

or just the citation:

From Smith, A., Jones, B, and Alexis, R. 2008. The best way to spin an atom. *Molecular Biology* 21:46215–46216.

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.

See [Chapter XI](#) of this *Style and Policy Manual* for specific instructions.