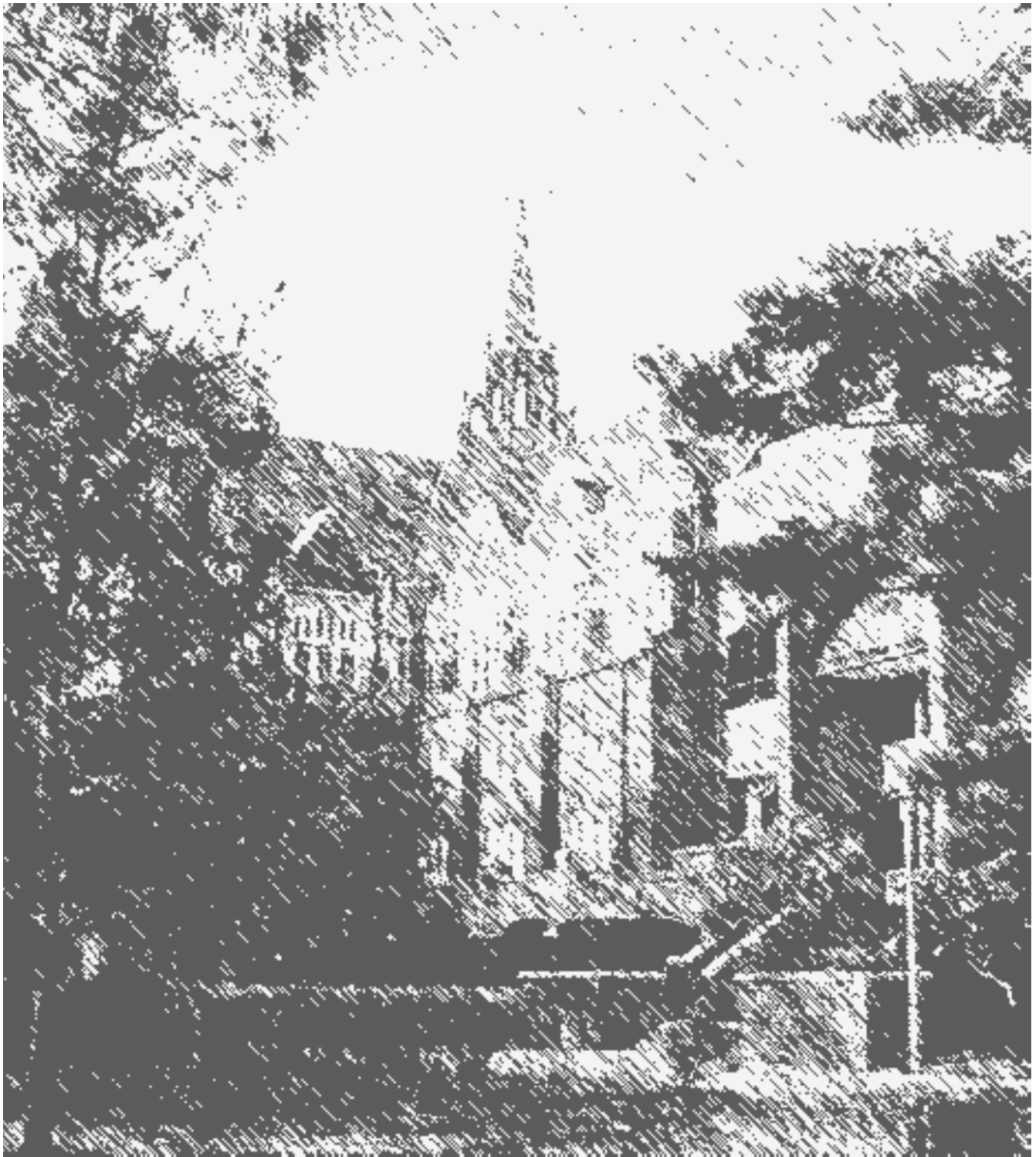


**University of Florida**  
**Guide for Preparing Theses and Dissertations**



The Graduate School  
Last Revised March 2013



## CONTACTS

### Graduate School Editorial Office

224-B HUB (352) 392-1282

[gradedit@aa.ufl.edu](mailto:gradedit@aa.ufl.edu)

This office is a division of the [UF Graduate School](#) and the Office of the Provost and is in place to ensure consistent formatting for all documents published by the University of Florida. This office is comprised of the editors, who will review the document after submission to the Graduate School.

The [Graduate School Editorial Office](#) provides definitive answers for unique formatting issues not addressed by the formatting guidelines or the consultants in the Application Support Center (ASC). We work hand-in-hand with the ASC Lab in our mission to help students navigate smoothly through the thesis and dissertation submission process.

Questions regarding the following items should be addressed to the Graduate School Editorial Office:

- ☐ First and final submission requirements
- ☐ Final clearance requirements
- ☐ Required forms
- ☐ Clearing prior
- ☐ Required journal article

In addition, the Graduate School Editorial Office can provide assistance with any questions regarding the online Electronic Document Management (EDM) system.

For more information from the Graduate School, consult the following: If you are a doctoral student, please visit our checklist:

<http://www.graduateschool.ufl.edu/files/checklist-dissertation.pdf>

If you are a master's thesis student, please visit our checklist:

<http://www.graduateschool.ufl.edu/files/checklist-thesis.pdf>

All posted deadlines are available at

<http://www.graduateschool.ufl.edu/files/editorial-deadlines.pdf>

The Editorial Office is comprised of

Lisa De LaCure, Editor  
Cara Mannion, Office Assistant  
Anna Pardo, Editor  
Stacy Wallace, Coordinator

## Application Support Center (ASC)

224 HUB

(352) 392-4357 (Choose Option 5)

[asc-hd@ufl.edu](mailto:asc-hd@ufl.edu)

The [Application Support Center](#) office is a division of [Academic Technology](#) and is in place to provide assistance to students formatting their thesis or dissertation for publication by the University of Florida. This office is not a part of the Graduate School, however, the office does offer assistance to our students. The office is comprised of the technical advisors, who report to the [UF Help Desk](#). In addition to their other duties, they will help guide thesis and dissertation students through the submission process and will troubleshoot the preliminary electronic document before submission to the Graduate School.

The ASC Lab employs consultants for the purpose of assisting students with formatting issues such as

- ☐ using the template
- ☐ formatting figures or tables
- ☐ formatting the table of contents, list of figures or tables
- ☐ ensuring page numbers appear correctly and are continuous
- ☐ converting a word document to a PDF
- ☐ eliminating widows/orphans
- ☐ formatting equations and body text
- ☐ passing first submission with the Editorial Office

Typically, students bring their document on a portable media storage device, for troubleshooting, allowing consultants to open the document and peruse through it within the word interface.

Consultants are not responsible for fixing any formatting issues. Consultants will point out formatting errors for you to fix and can also instruct you how to do so, should you need further assistance.

Here, you can find their online tutorials:

<http://helpdesk.ufl.edu/application-support-center/etd-technical-support/online-tutorials/>

Additionally, there are workshops held regularly by the Application Support Center. More information regarding these workshops can be found at <http://helpdesk.ufl.edu/application-support-center/etd-technical-support/>

The ASC is comprised of

J. K. Booth, ASC Manager

The ASC Support Staff Team

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## GENERAL INFORMATION

## **Introduction**

This guide was created by the Graduate School to help candidates put their theses or dissertations in proper format as finished works and to organize final semester requirements. Please read the material carefully and remember that all theses and dissertations must be approved by the Graduate School and by your supervisory committee.

Candidates are responsible for conforming to regulations governing format, final term procedures, and dates for submitting the manuscript and related forms and receipts. Candidates cannot shift this responsibility to their supervisory committees or typists.

The Graduate School issues current deadlines for each term. Deadlines and instructions are given in the Academic Calendar section of the [Graduate Catalog](#). These deadlines are firm. More information about the Graduate School's Editorial Office requirements can be found on the [Graduate School's Website](#).

## **Responsibilities of the Supervisory Committee Chair and Committee**

Your supervisory committee chair is responsible for the level of scholarship found in your thesis or dissertation. You must show a high level of professional competence, and only your supervisory committee can give you the guidance and instruction needed to achieve this goal.

It is the responsibility of the chair and the committee to ascertain that the candidate's thesis or dissertation is written in acceptable English, in an appropriate scholarly style, and that it is carefully proofed before submission to the Graduate School. If the student's major subject is another language or its literature, the committee may approve writing the body of the thesis or dissertation in that major language. However, a foreign language thesis or dissertation must have the body text of the Title Page, Acknowledgments, Abstract, and Biographical Sketch written in English. The preliminary pages and all navigational headings—chapter and appendix page headings, title page, acknowledgments, table of contents, list of tables, list of figures, abstract, reference list, and biographical sketch—also should be in English.

Once you and your supervisory committee chair feel your dissertation is in an acceptable format for review by the Graduate School Editorial Office, your chair will provide a letter of transmittal. This letter shall be transmitted electronically to the Dean of the Graduate School, via the Graduate Information Management System (GIMS) interface. This letter should state that the dissertation is in acceptable, final form (not a draft), and is ready for the Graduate School to review. In the case of a master's thesis, a transmittal letter is not necessitated, as all master's students must orally defend the document prior to making submission to our office. Accordingly, if you are a master's student, please ensure that your final exam form has been posted to GIMS, prior to attempting to submit your document for review by the Graduate School.

Responsibility for acceptable style rests primarily with the chair and the committee. Content, methods of scholarship and general style are the responsibility of the candidates and their committees.

## **The Graduate School**

On behalf of the Graduate Council, the Dean or the Dean's representatives examine all theses and dissertations to ascertain adherence to University-wide standards of scholarship, research, and presentation.

### **The Editorial Office of the Graduate School**

The Graduate School Editorial Office provides Format Requirements for theses and dissertations on the [editorial page of the Graduate School website](#) to help students prepare their manuscripts for submission to the Editorial Office. The Graduate School Editorial Office facilitates the thesis and dissertation process, by providing clear guidelines and checklists, and by outlining the procedures to follow when completing the thesis or dissertation. In order to complete degree requirements, all thesis and dissertation students must gain clearance status with the Editorial Office by each of the posted deadlines for the term in which they intend for the degree to be awarded.

The Editorial Office provides a list of formatters and editors available to you and limited editorial aid to thesis and dissertation candidates. The Editorial Office gladly advises on format, style, documentation and reference problems, figures and tables, and copyright.

The Editorial Office certifies to the Dean and to the University Libraries that each manuscript meets the standards of readiness for electronic publication. Regulations for the format of theses and dissertations are designed to help candidates meet these standards. The thesis or dissertation must be of publishable quality and must be in a form suitable for publication, using the Graduate School's format requirements found [here](#) and in this guide.

Doctoral dissertations, master's theses, and academic abstracts are examined by the Graduate School's Editorial Office for correct use of the formatting requirements in this guide. Content, methods of scholarship and general style are generally not examined. These are the responsibility of the candidates and of their committees.

At first submission, each dissertation or thesis is scanned for errors in format and for types of errors or inconsistencies in the candidate's chosen editorial style. Upon submission to the Graduate School Editorial Office, a thesis or dissertation should be near-final and must be completely formatted. It will not be accepted as meeting first submission requirements in a draft form. The candidate should correct errors in format, and in the preliminary and back pages, to meet the formatting requirements of this guide. Failing to meet these requirements, may result in the document being rejected at first submission. If rejected, an extension may or may not be granted, per the discretion of the Graduate School Editorial Office. If an extension is granted, it rarely extends beyond a few hours and never beyond one business day.

Master's theses must be orally defended before making submission to the Graduate School Editorial Office. Accordingly, the Final Exam data must be posted to GIMS by the department, before the document can be submitted to the Editorial Office for review. Subsequently, a master's student who does not defend the thesis prior to the first submission deadline will not be



eligible for a degree award in the current term; nor is the student a clear-prior candidate to the following term, since they were unable to meet the first submission requirements.

If the document is accepted for first submission, the Editorial Office will recommend corrections to the main text for use in perfecting the manuscript. At final submission, only the final format and corrections may be examined, due to time constraints. Accordingly, it is the committee's and student's responsibility to ensure that all formatting requirements have been applied appropriately throughout the entire document.

Doctoral students must orally defend by the final submission deadline within the intended term of degree award, in order to be able to make the final submission that same day or they will be ineligible for a degree award that semester. A student unable to meet the final submission and/or final clearance deadline within a given term, who appropriately completed the first submission requirements, will be eligible to clear prior to the following semester. In this case, a doctoral defense should occur prior to the last day of classes (including final exam week, in fall and spring).

### **Application Support Center**

The [Application Support Center \(ASC\)](#), although not a part of the Graduate School Editorial Office, provides assistance to students seeking help with the guidelines of the Editorial Office free of charge. The ASC is a part of UF's Computing Help Desk; therefore, they provide a number of helpful services to our graduate students. They are experts with a number of applications and offer formatting help to all students completing a thesis or dissertation. Their services are invaluable to students concerned about meeting the submission standards of the Editorial Office. Students should avail themselves of these services long before making their first and final submissions to the Graduate School's Editorial Office.

The Graduate School Editorial Office maintains a list of formatters, editors, and binders that students may hire for a fee, if needed. Moreover, [the Application Support Center](#), a division of the UF Help Desk, offers both online and in-person tutorials and formatting guidance to all thesis and dissertation students free of charge. The ASC also hosts workshops and also offers a full-service support lab staffed with a team of young professionals here to help guide students through the thesis and dissertation process. In addition, should more in-depth technical formatting and conversion services be required, the ASC also offers these additional services at reasonable rates as well.

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## PUTTING THE MANUSCRIPT INTO FINAL FORM

### Choosing a Style Guide

You need to choose one journal as a model for exact reference style. That one journal's reference style should be followed exactly. Submit a copy of your model with your first submission document. This should be attached as a support file within the online EDM System. A style manual for preparing manuscripts for publication may also be useful to you. However, the formatting requirements in this guide take precedence over all other manuals and style sheets. Never use other theses and dissertations as guides for your formatting.

### Word Processing Aids and Equipment

The [Application Support Center \(ASC\)](#), a division of the UF Computing Help Desk, has developed templates and tutorials to help candidates when using either Microsoft Word or LaTeX to format their electronic theses and dissertations (ETDs). See the [ASC site for templates](#) and other helpful ETD information. Please e-mail the [ASC](#), or call (352) 392-HELP (4357) to make an appointment to meet with an ETD consultant free of charge. Although the ASC is here to help you, do not depend on the Help Desk's student support staff to guarantee that your document will be accepted for first or final submission. It is your responsibility to ensure that your document meets all formatting requirements found in this guide and within the template provided to you by the ASC.

### Securing a Typist or Editor

The Editorial Office maintains a list of formatters and editors who may be hired by students seeking help with their manuscripts. Please feel free to consult the [ASC website](#) for the current list. In addition, the ASC offers formatting help and guidance free of charge to students able to stop by for one of their free consultations. The ASC also offers more extensive formatting help at reasonable rates and fees. Please consult the ASC for the list of services offered.

### Spacing and Margin Requirements

All standard manuscript copy should be double-spaced. There should be only one single spaced blank line between the two existing lines of type. Do not have more than one single-spaced blank line between paragraphs. Use a standard amount of indent for the first line of all paragraphs (a standard tab or 5, 6, 7, or 8 spaces). Regardless of the style you choose, it must be consistent throughout the manuscript.

Text in a chapter must be continuous. Do not begin new pages for 1st-level subheadings and do not leave gaps on pages before figures or tables. A figure or table should be near the first mention but not necessarily directly after it, even if a new subheading begins. When short tables or figures are included on the same page as text, leave one single-spaced blank line before and after the figure or table. Do not include a table on the same page as text unless the table is short enough to be complete on that page. To avoid distress with placing figures and tables within

body text, most elect to include all of their tables and figures at the end of the chapters. Should you choose to keep your table and figures at the end of each chapter, feel free to hyperlink to said tables and figures as you discuss them in the body text.

Block quotes, short itemized statements, subheadings and chapter titles, figure legends, table titles, footnotes or notes, certain appendix material, and all reference entries should generally be typed single-spaced. Reference lists, lists of tables and figures, and notes are typed single-spaced with a single-spaced blank line between entries.

Page numbers are centered on the bottom of the page; they should appear approximately 1/2" to 3/4" from the bottom edge. Page numbering is continuous throughout the entire document. Each page is counted, including the Title and Copyright Pages. Although the Title and Copyright Pages are counted as Page 1 and 2, it is generally commonplace to forego the listings of the page numbers on these pages, in turn, beginning the typographical numbering on Page 3 (the Acknowledgments).

The document should be formatted to a standard 8.5" x 11" page. The margin on the binding edge, the left side, the top, and the bottom should all be 1 inch. Margins of less than 1" are never acceptable. A partial last line of a paragraph should be typed in the bottom margin to avoid a short carry-over line (widow) at the top of the next page. Never start a paragraph at the bottom of a page (orphan) unless there is room for at least two lines.

Text should be continuous throughout the document. However, a page break with a 1-inch margin from the top of the page to the heading should be used for each new major division (chapters and appendices, acknowledgments, table of contents, list of tables, list of figures, abstract, reference list, and biographical sketch).

### **Preliminary Pages**

All preliminary pages are counted, from the title page through to the end of the Biographical Sketch. Beginning with the acknowledgments, page numbers must be typed in the center bottom margin (1/2" to 3/4" from the edge) in lowercase Arabic numerals (3, 4, 5, etc.).

Even for a thesis or dissertation in a language other than English, the preliminary pages (Title Page, Acknowledgments, Abstract) and the Biographical Sketch must be in English, as must all navigational headings (chapter and appendix navigational headings, Acknowledgments, Table of Contents, List of Tables, List of Figures, Abstract, Reference List, and Biographical Sketch).

The preliminary pages of every manuscript must include a title page, a copyright page, acknowledgments, a table of contents, lists of tables and figures (if any), and an abstract. The body chapters begin directly after the abstract. Following the body of the document, appendices may be included; if included, these should be labeled by letters rather than numerals (e.g., Appendix A, Appendix B, etc.) If only one appendix is included, it should simply be titled Appendix, without any letter designation. Following that, the List of References and Biographical Sketch must be included for the submission document to be considered complete.

## **Title Page**

Make the title of the manuscript as brief and concise as possible, and use it consistently in every respect (including punctuation and hyphenation) on the title page, abstract, and in the EDM System. Authors in scientific fields should use word substitutes for Greek letters and symbols. Spell out abbreviated terms. Omit such phrases as "A Study of" or "An Investigation of" and any repetitious words or phrases. Your name should be the same as the one listed in the EDM System. Use it consistently on the title page, abstract, biographical sketch, and all of your forms. Do not use a first name and initial in one place and first and middle names in another.

Check the Graduate Information Management System (GIMS) or the Editorial Document Management (EDM) System for the correct title of your degree, and cite the degree correctly on the title page, abstract, biographical sketch, and all forms required for submission. Do not add the major or department to the degree title—for instance there is a Master of Science in Building Construction degree (M.S.B.C.), but the degree for physics is Master of Science (M.S.). The degrees Doctor of Philosophy and Doctor of Education are complete as stated, and in no case should a minor be included as part of the degree title. For an example, see Appendix A.

## **Copyright Notice**

As the author of your thesis or dissertation, you are automatically the copyright holder and must include a copyright page in your manuscript. The copyright year should correspond to the date of degree award. Accordingly, if your degree is being awarded to you in December of 2013, your copyright year should indicate 2013. For an example copyright page, see Appendix B.

## **Acknowledgments**

Acknowledgments are required for all theses and dissertations published by the University of Florida Graduate School. Acknowledgments may be as brief as desired, however. They must be written in complete sentences and must fulfill one paragraph's length at minimum. Do not use direct address. For example, instead of "Thanks, Mom and Dad!," you should say "I thank my parents."

## **Table of Contents**

List chapter titles and headings in the table of contents word-for-word and cap-for-cap as they appear in the text (but omit boldface). Supply a page number for each item listed. The table of contents must list 1st-level subdivisions of chapters. There is usually little reason to list other subdivisions, but if they must be listed, indent logically and supply page numbers for each entry. Paragraph headings are not included on the Table of Contents. A level of heading listed for one chapter must be listed for all chapters. List appendices by letter and title in the table of contents. For example Table of Contents pages, see Appendix C.

## **List of Tables and List of Figures**

These lists (Appendix E) are required for electronic theses and dissertations (ETDs) that contain tables or figures. Table and figure titles must agree with textual usage word-for-word, cap-for-cap, and comma-for-comma (but may be shorter, including just the beginning words). Page numbers should be those on which the table begins or the figure image appears. Do not combine figures and tables into one list.

Superscripts, reference numbers, parenthetical material, credits, and magnification, which serve to identify only the textual copy, should not be included in the listing. Give the general title only (do not describe the subparts here) for figures with subparts. Table titles and figure titles in lists of tables and figures are typed single-spaced with a single-spaced blank line between entries.

## **Abstract**

Immediately before the first page of the main body text, every thesis or dissertation must include an abstract of the work to enable readers to determine whether the text is pertinent to their research. All abstracts must conform to the margin and formatting requirements in this guide. This Academic Abstract (Appendix F) generally includes a brief statement of the project, discussion of methods and procedures used in gathering data, experimental or study results, and conclusions drawn from the results. The abstract should be about the study (not about the thesis or dissertation). Acronyms must be preceded by the full term at the first use. Do not use numbered, parenthetical, or footnote references in the abstract.

Master's abstracts cannot exceed two pages and Doctoral abstracts must be fewer than 350 words, counting enumerations, numerals, articles, and components of hyphenated compounds as 1 word each. No illustrative material should be used. Doctoral candidates should bear in mind that the abstract may be published and distributed without further editing.

## **Main Text Pages**

As with all theses and dissertations, the submission document must be organized into a unified whole and treated as one entire study. The main text contains the introduction, main body (including tables and figures), and the summary or conclusions.

In general, Chapter 1 will be an introductory chapter, often commonly titled INTRODUCTION, followed by the supporting body chapters, and concluded within the final summary chapter, which is generally titled something along the line of CONCLUSIONS. If these are the chosen chapter headings, there should not be multiple subheadings titled “introductions” and “conclusions” throughout the body chapters. These research areas should be addressed in these chapters, but should be alternatively titled. Keeping in mind that a subheading(s) in the body should never repeat a chapter’s heading directly; either the chapter heading or the subheading can be retitled. Alternatively, the introductory paragraph text may begin directly following the chapter title, without the Introduction subheading appearing.

## Headings

Each chapter heading (or comparable major division heading), subheading, table heading, and figure legend should be single-spaced. Do not number subheadings unless necessary for textual cross reference. Carryover lines of all flush-left headings should be indented to avoid the appearance of two separate headings. Appendix D shows the correct formats for all levels of headings. When listing headings in the table of contents, indent logically to identify each level (Appendix C).

## Tables

Table numbers should be coded to chapter number or appendix letter (Table 3-1 is the first table in Chapter 3, and Table B-1 is the first table in Appendix B); In the case of only a few tables or figures, these may be numbered consecutively (Table 1, Table 2, etc.) throughout the text and appendices. Whichever system you choose, apply it to tables, figures, examples, and equations as well). Tables cannot have subparts—do not designate them with letters—each table must have a separate number. Insert tables near their first mention in the text or as a logical group at the end of the chapter. Whichever style you elect, follow the same model throughout the entire document. To see an example of a table, see Appendix G.

Type all table titles single-spaced in top row of table. Use consistent capitalization for all table titles, column headings, and cell entries. Type notes and table sources in bottom row of table, not at the bottom of the page. Give full source of any borrowed material (and get permission from the copyright holder). For keys referring to table notes, use superscript lowercase letters (not numerals). Place keys only in column headings or in the main body of the table; never in the table number or title.

For tables in which data are compared, align similar digits and decimal points in straight columns. Do not center the columns of numbers.

**Definition of broadside (or landscape).** A broadside page is one printed with the top at the left side or binding edge. It is read by turning the copy to the right. All copy, excluding page numbers, is typed on the 11-inch length, not the 8-1/2-inch width, which is used for standard manuscript pages (in portrait mode). Table headings are typed above tabular material, and figure captions are typed below the figure and parallel to it. The page number may appear at the bottom of the portrait page or at the bottom of the landscaped page, whichever is preferred by the author; these must be treated consistently on each landscaped page appearing within the document.

**Continued tables.** Tables too long or too wide for a single page—broadside or upright—may be continued on the following page(s). The table title should not be repeated. The heading should read “Table 1-10. Continued” and column and row headings must be repeated for continued tables.

**Oversized tables.** Tables too long to conform to minimum margins may be typed in a slightly smaller font (generally no more than a 2-pt. reduction in size from the body text is acceptable). The page number, table number, and title should be in the same font size as the text of the document, mimicking all other table headings in the body.

## Figures

**Textual setup.** Charts, maps, graphs, diagrams, photographs, plates, and so on should all be called figures. Code all of them to chapter number or appendix letter (e.g., Figure 3-1 is the first figure in Chapter 3, and Figure B-1 is the first figure in Appendix B); apply this style to tables as well. Never code these to numbered subheadings within a chapter. In the case of only a few tables or figures (less than 10), you may choose to number all of them consecutively throughout the text and appendices. For examples, see Appendix G.

The figure number and single-spaced title should be typed below the figure. Candidates who use figures from other sources must include a source citation below the figure and include the source in the reference list. Figures may be inserted near their first mention in the text or as a logical group within the chapter. Alternatively, and for ease within electronic documents, it is often recommended that figures are grouped at the end of each chapter. Figure and table styles should be set up in a consistent style throughout the entire manuscript.

If the figure occupies the full type area, the legend and identification may be typed on a caption page. This page should be counted but carry no typed page number. This page should be followed by the broadside page with the image of the figure. The top of the image should align with the binding edge. The figure number and single-spaced legend should be typed parallel to the illustration.

**Figures consisting of subparts.** For figures containing subparts, the figure legend must begin with a general title; then describe all subparts. Label the actual subparts of the figure as A or B or C to avoid cluttered citations. The figure legend for such a figure should be as shown:

Figure 2-10. General title of the figure (what all parts have in common—this is the portion that would go in the list of figures). A) Description of subpart A. B) Description of subpart B. C) Description of subpart C.

If a figure runs more than one page, type only “Figure 2-10. Continued” below the figure on the continuation pages. Description of the subparts should appear only in the figure legend (on the first page of the figure)—not on continuation pages—and not in the subpart label.

**Artwork.** Diagrams, charts, graphs, maps, schemes, and so on may be made in several ways—by machine, computer, or standard methods. Most figures are computer-generated using any one of a number of graphics programs. Additionally, scanned images are acceptable if they are of good, clear quality (of at least 300 dpi).

## Notes, Textual Reference, and Bibliographic Systems

The Graduate School requires that you choose one reference style and use it consistently for all entries. You should use the style of one standard scholarly journal in your field. The Graduate School checks all manuscripts for correct and consistent usage within your chosen style. Failure to document references in a consistent and acceptable style necessitates that the



manuscript be returned without review. Certain mechanics (listed below) apply to all reference systems.

### **Mechanics Applicable to All Reference Systems**

- All reference lists and notes should be typed single-spaced with a single-spaced blank line between entries.
- The use of et al. in the text indicates 3 or more authors. There should be no comma before et and no period after et (since et is not an abbreviation). There should be an abbreviation point after al.
- Possessive ('s) cannot be used with et al.
- The order of multiple authors cited in the text must agree with the order of names in the reference list.
- Citation numbers should not be used syntactically as part of a sentence.
- Dissertations that are only available on microfilm and/or electronically should not be listed as unpublished since microfilming and digital archiving are considered forms of publication.
- Personal communications are not retrievable and thus do not belong in the reference list. However, these should be properly attributed as endnotes or footnotes within each of the body chapters in which they appear.
- When alphabetizing several works by the same first author, arrange the entries so that single-author works precede multiple-author listings (e.g., an article by Smith should be before one by Smith and Jones).
- Alphabetize corporate authors by the first significant word of their names. Introductory articles (a, an, the) are disregarded when alphabetizing by title.
- Numerals should be alphabetized as if they were spelled out.
- The letter-by-letter approach should be used when alphabetizing acronyms and abbreviations.
- Alphabetize St. as Saint.
- If a textual reference is to the work found in a book edited by someone else, the author's name is used rather than the editor's. If the reference is to the editor's section of the book, use the editor's name.
- If no author, corporate author, or editor is cited, refer to the work by title.
- Any retrievable reference cited in the text must be included in the reference list.
- Do not include works that you have not read or that are not cited in the text.
- Direct quotes cited within the text should include page citations.
- Each web reference should include an author (and/or publisher), a year, a title, a place accessed (web address), and a date accessed (month and year).

### **Notes**

Notes include footnotes, which appear at the foot of the page on which the citation number appears, and end-of-chapter notes, where they should be listed under the first-level subheading

titled Notes. Notes cannot be placed at the end of the manuscript. It is generally preferable to place notes at the foot of the page rather than at the end of the chapter. A complete reference list also must be included at the end of the manuscript.

Begin numbering notes with 1 for each new chapter. Notes may be used with other reference systems to make extra-textual comments and to cite intangible matter not suitable for the reference list. In this case, material appropriate for notes includes personal correspondence, interviews, class notes, or other personal property belonging to the author. Such material should be indicated in the text by a superscript asterisk on the text line and at the bottom of the page on which the asterisk appears.

**End-of-chapter notes.** End-of-chapter notes should be typed single-spaced with a single-spaced blank line between notes. All notes must be numbered consecutively beginning again with 1 for each new chapter. Notes should begin immediately after the text with a 1st-level heading titled Notes. This should be listed in the table of contents as a 1st-level subheading as well.

**Footnotes.** All footnotes should be typed single-spaced with a single-spaced blank line between entries; 3 lines below the text and separated from it by a 1-inch line. If a long footnote is continued on the next page, it should break in the middle of the sentence. A 6-inch line should separate the text and the footnotes on the next page. Every footnote must begin on the page that carries the superscript indicator.

## Keyed References

**Name/date.** References keyed by name and date to an alphabetical reference list are a simple and frequently used system—e.g., Metcalfe (1990) completed the work, or this work (Morgan & Thompson 1989) is the best study on the subject. All names and dates must be verified against the reference list for spelling and correct dates. References with the same name(s) and date should be identified as 1986a and 1986b in the text and in the reference list. Page numbers for direct quotes are included as (1993, p. 6).

## Numbered Systems

Two systems use numbered reference citations:

- **Alphabetical:** Some journals key numbered references to an alphabetical list; the numbers appear in random order in the text. Extra care should be taken in alphabetizing the list.
- **Sequential:** Journals frequently number reference citations according to the sequence in which they are introduced into the text. Care must be taken to ensure strict numerical sequence if this system is chosen. (In a sequential system, one cannot cite Reference 10 before citing References 1-9 in sequence.)

In both numbered systems, the first reference number assigned to a work of an author is retained throughout. A second work by the same author requires a new number. In any reference system, the names cited in the text must agree with those found in the reference list. Superscript references, parenthetical references, and bracketed reference numbers cannot be subjects of sentences or objects of prepositions.

All numbered references used in the text must appear in the reference list and vice versa. Textual superscript numbers must be after any punctuation except dashes. Superscript numbers should be ONLY a half line above the sentence. Numbered references also may be keyed by on-the-line numbers enclosed within parentheses or brackets. These numbers precede all terminal punctuation except after a single-spaced block quotation. Care should be taken that enclosed on-the-line references are easily distinguished from other enclosed material such as equation numbers. Multiple references and page numbers may be cited as follows:

Many researchers have found this to be true.<sup>1-14</sup>  
Many researchers have found this to be false (11-23).  
"This is true" (11, p. 554).  
"This is true" [5:597].

All reference numbers, author names, and dates should be checked against the reference list for absolute accuracy and consistency. General references not keyed to the text should be included under another heading such as Supplemental Bibliography and should not be numbered.

### **Coded Systems**

The first three letters of the first author's surname followed by the last two digits of the year of publication form the code. Care should be taken to arrange the references in strict alphabetical order. A few examples follow:

Ada90    Adams GM & Zimmerman B. Phys Rev 96: 503 (1990).  
Cra92a    Crane A & Smith G. Phys Rev 96: 504 (1992).  
Cra92b    Crane A & Travis H. Phys Rev 96: 529 (1992).

### **Back Pages**

The back pages include the glossary (if any), appendices (if any), reference list, and biographical sketch.

### **Pagination and Copy Sequence**

Pagination should continue in sequence with the text. The pages of each appendix should be numbered in the bottom center margin. Half-title pages should be counted but not given typed page numbers.

### **Appendix Material**

The appendix includes material inappropriate to the body of the main text. Use a separate appendix for each different type of material (for example, one for questionnaires, one for maps, one for particular types of data).

Appendix letters and titles should be formatted the same as chapter numbers and titles. If an appendix contains tables or figures, number and format them to be consistent with all others in the thesis or dissertation. Code each to the letter of the appendix in which they appear.

Each appendix must conform to the margin and formatting requirements in this guide. Most often material appearing within appendices is single spaced. When technical problems such as broadside material prevent the placement of appendix letter and title in standard position on the first page of an appendix, a half-title page should be used to supply the appendix letter and title. The appendix letter and title should not be broadside. For a half-title page, the page number is counted but not typed.

## **Reference Lists**

Reference lists must be typed single-spaced with one single-spaced blank line between each of the entries. Reference lists cannot be added at the end of each chapter and must appear at the end of the document, after any appendices and before the Biographical Sketch. A journal article in the author's chosen field should be attached in the EDM System and used as a model when creating the reference list and when citing references within the body. The citation style chosen should be modeled consistently throughout the entire document. Regardless of the journal style chosen, a full reference list must be included at the end of the document. For ease of use when gathering citation notes and when creating the reference list, it is recommended that all students use programs such as endnote or [RefWorks](#), which is available free of charge to all UF students and proves to be an invaluable tool to all who use it.

## **Biographical Sketch**

A biographical sketch is required of all candidates. The biographical sketch should be in a third-person narrative form. It typically includes the educational background of the candidate.

Key things to remember when compiling the Biographical Sketch:

- You will have graduated by the time this document is made available to the public; accordingly, you should feel comfortable writing your Bio. Sketch to reflect this fact.
- The names of seasons are not capitalized.
- Academic degrees in their proper noun forms are always capitalized (e.g., Master of Arts, Master of Science degree, Bachelor of Arts, Doctor of Philosophy, etc.); however, when you refer to them by laymen's terms, you would not capitalize them (e.g., master's degree, bachelor's degree, doctorate, doctoral degree, etc.)
- Academic subjects, disciplines, or fields (e.g., biology, chemistry, engineering, architecture, mathematics, women's studies, etc.) are not capitalized unless they are themselves proper nouns (e.g., Latin American studies, English, Department of Electrical and Computer Engineering, etc.).
- Therefore, applying this last rule, departments, divisions, etc. would be capitalized.

**Examples:** Lauryn's major was comparative literature. She divided her time between English, Latin American studies, and women's studies, graduating with a dual Master of Arts degree in the spring of 2017. Natasha majored in electrical and computer engineering. While simultaneously working for the Department of Electrical and Computer Engineering and volunteering within sociology, she received her master's degree in the summer of 2017.

### **Mechanics for Theses and Dissertations**

Although each candidate should use an accepted style guide or standard scholarly journal as the basic guide for general usage of numbers, abbreviations, expressions, and so on, some general rules apply to all theses and dissertations.

**Abbreviation of measurement.** Numerals should be used with decimals, percentages, and units of measure (including time). Spell out the number if it is the first word of a sentence or title; additionally, you must spell out the unit (percent for example) if the number is spelled out.

**Ellipses.** Within a sentence, omissions are indicated by three spaced ellipsis points. If omission is at the end of a sentence, the final period precedes the three ellipsis points. When typed correctly, it looks like this. . . .

**Plural words.** Forms such as data, criteria, phenomena, media, spectra, maxima, or minima require plural verbs and components (are, have, were, some, many, few, these, their) not is, has, little, this, and so on, which are used with the singular form.

**Quotations.** Quotations longer than 40 words should be set off from the text in single-spaced **block** form, indented from the left margin. There should be no quotation marks before or after single-spaced block quotations.

Brackets [ ] should be used to indicate the candidate's insertions. In textual quotations, source reference and page number should be outside the final end quote. For block quotations, this information should appear after the terminal punctuation. Page numbers should be provided for direct quotations.

When a quotation, either in the text or block, is used as a syntactical part of the author's sentence, it begins with a lowercase letter, even if the original is a complete sentence beginning with a capital.

The candidate should use [sic] only to indicate a natural doubt as to meaning or error in fact. Errors that are obviously typographical should be corrected as an editorial courtesy.

**Hyphenation.** Misuse of hyphens leads to confusion and lack of clarity in meaning. Usage should be checked carefully throughout the manuscript for consistency. Keeping a "use list" of hyphenated words will help the candidate and typist maintain consistency and avoid constant back-checking of earlier usage.

- **Self.** Used as a prefix to make a compound, self (whether adjective, adverb, or noun) is always followed by a hyphen (e.g., self-contained, self-centered, self-help, self-concept). The exception is adjective forms such as selfless and selfsame.
- **Compound modifiers.** Many compounds are hyphenated when used as adjectives before a noun—a well-known fact—but are treated as separate words when used as predicate adjectives: The fact is well known.
- Adverbial modifiers ending in *ly* should not be hyphenated (a publicly owned company, a poorly designed experiment, a barely living object, etc.).
- **Hyphen to distinguish meanings.** A better burnished copper (a burnished copper that is better); a better-burnished copper (a copper that is better burnished). That man eating fish seems hungry vs. that man-eating fish seems hungry.
- **Spelled-out compound numerals.** Numbers from twenty-one to ninety-nine and fractions used as adjectives are hyphenated. When either numerator or denominator already contains a hyphen, watch meaning: thirty-one hundredths vs. thirty one-hundredths.
- Meaning is changed when hyphens follow numbers: Six-foot lockers (6 feet in length) vs. six foot lockers (a total of six lockers); thirty odd men vs. thirty-odd men; six day-old calves vs. six-day-old calves.
- When spelled out, tenfold, multifold (etc.) do not require hyphens; however, if numerals are used, it should be 10-fold. In addition, when using multiple prefixes, it should look like this, 6-, 10-, and 12-foot boards (each component needs a hyphen).
- **Compound adjectival forms.** Hyphens are needed for clarity: all-inclusive studies vs. all inclusive studies, data-gathering procedures, thought-provoking actions, acid-containing foods.
- **Prefixes.** Post, pre, over, under, intra, inter, sub, anti, super, non, pseudo, and so on should be spelled without a hyphen—postwar, pretest, cochair—except before a capital letter or date—un-American, non-English-speaking, pre-1978. When in doubt, consult a dictionary.
- **End-of-line hyphenation.** Avoid end-of-line hyphenation if at all possible. If a word must be divided, consult a dictionary and divide the word only between syllables. Two-letter divisions are not permissible. Do not divide a word between pages of text. Words pronounced as one syllable cannot be divided—width, friend, scheme. When in doubt, consult a dictionary.

**Beginning a sentence.** No sentence, except in a footnote, should begin with a symbol, an abbreviation (except Dr., Mrs., Mr., and so on), or a numeral.

**Widows and orphans.** Widows, the last line of a paragraph typed as the first line of a new page, are not permissible. A line may be taken from the preceding page, making it short, or the

widow may be run on 1 line at the bottom of the preceding page if at least a 3/4-inch bottom margin remains. Most software provides widow and orphan protection.

A heading never should appear on the last line of a page; there should be at least two lines of type after it or the heading should be carried over. Never begin a paragraph on the last line of a page (orphan line).

**Headings and new paragraphs.** Leave only one blank line of space between paragraphs (do NOT triple space). Use a standard indent for the first line of each paragraph (5, 6, 7, or 8 spaces); whichever tab length you choose, be consistent in its use throughout the entire manuscript.

**Continued pages.** Because thesis and dissertation pages are numbered consecutively, such pages as the table of contents, lists of tables and figures, and appendices should not say "continued." "Continued" should be used only for tables and figures requiring more than one page.

**Contractions.** Do not use contractions. The chumminess they convey is inappropriate to the formal style of theses and dissertations.

**Dashes.** Dashes (specifically em dashes)—or their equivalent, double hyphens—are typed like that—without spacing before or after the dash.

### **Creative Writing Theses**

Candidates in the English department who author a collection of poems, short stories, or a novel for a thesis degree should consult the Editorial Office and not other theses as a guide to format. Typing, spacing, margin, heading, numbering, and formatting requirements in this guide apply to all theses.

If a thesis consists of a collection of poems that are not grouped under headings, the first page of each poem has a 1-inch top margin. Each poem title is centered and in all capital letters. Each page is numbered bottom center. The poems may be double- or single-spaced and left- or center-aligned but must conform to the other margin and formatting requirements in this guide.

If a thesis consists of a collection of poems grouped under several headings, the title of each grouping or part is in all capital letters. In the body, this heading appears on its own page, and the first page of each grouping has a 1-inch top margin. The titles of the poems under each group or part are treated as 1st-level subheadings; that is, they are centered and bold, with only the first letters of principal words capitalized. The poems may be double- or single-spaced and left- or center-aligned but must conform to the other margin and formatting requirements in this guide.

If the thesis consists of a collection of short stories, the first page of each short story has a 1-inch top margin. Each page is numbered bottom center. The short story title is centered and in all capital letters. Short stories must be double-spaced and must conform to the margin and formatting requirements in this guide.

If the thesis is a novel, the first page of each chapter has a 1- or 2-inch top margin. Each of the subsequent pages carries 1" margins all around. Each page is numbered on the bottom center. The chapter title (if chapter titles are used) is in all capital letters. If no title is used, the word CHAPTER is in all capital letters followed by the chapter number. Novels are typed double-spaced and must conform to the margin and formatting requirements in this guide.

### **Articles as Part of Thesis or Dissertation**

Candidates in scientific fields often plan to publish results of their research as journal articles. A chapter of the thesis or dissertation may later become a journal article, for example. Perhaps the thesis or dissertation contains several such chapters.

In such cases, the thesis or dissertation must be organized into a unified whole and treated as one entire study. The Graduate School stresses the fact that the thesis or dissertation is the primary objective and publication is the secondary objective. Students must use the formatting requirements found in this guide for direction regarding styles required by the Graduate School such as spacing and margins, pagination and copy sequence, heading formats, and overall preparation of the thesis or dissertation document. They should look to their committee members for guidance regarding academic rigor and the content of the document.

Chapter 1 must be a general introduction, tying everything together into one clear study. Generally, this chapter is aptly titled "INTRODUCTION," but may be appropriately renamed.

The last chapter should include general conclusions, again tying everything together into a unified whole. This chapter is generally titled "CONCLUSIONS," but also may be appropriately retitled.

If the chapter headings of INTRODUCTION and CONCLUSION are used, there should not be multiple subheadings titled "introductions" and "conclusions" throughout the body chapters. These research areas should be addressed in these chapters, but should be titled appropriately, keeping in mind that a subheading in the body should never repeat a chapter's heading directly. Either forego the subheadings simply introducing the introductory text directly following the chapter heading, or rename the subheadings (e.g., Concluding Remarks, Summary, In Closing, Findings).

Note: A thesis or dissertation may include journal articles as chapters, if all copyright considerations are addressed appropriately with the copyright holder. Even if the student is the sole copyright holder, any chapter representing a journal article needs an unnumbered footnote at the bottom of the first page of the chapter indicating, "Reprinted with permission from . . ." giving the source, just as it appears in the List of References. Regardless of the previous publications of the author, the thesis/dissertation must have only one abstract and one reference list and must form one clearly coherent piece of research.

The Graduate School encourages candidates to use the scholarly journal in which they have published, or hope to publish, as a guide for thesis and dissertation preparation. A printed journal article on an analogous subject serves as a tangible, graphic guide for style of writing, use



of abbreviations and numbers, reference system, and overall usage policies. The printed article shows specific usage. However, the use of the journal's style manual is not recommended as a guide when formatting a thesis or dissertation published here at UF. To prepare a thesis or dissertation for submission to the University of Florida's Graduate School, students should only use the formatting requirements found in this guide. Look to the journal for guidance regarding stylistic format which is not addressed here; then, attach the sample as a support file in the EDM System.

### **Acceptable Usage**

Each chapter should be complete within itself and treats one of several aspects included in the entire unified study. Accordingly, a general introductory chapter must be added as the first chapter of the thesis or dissertation. A final chapter must be added that discusses results, conclusions, or further research for the entire study.

### **Required for all University of Florida theses and dissertations:**

- Copyright Page
- Acknowledgments Page
- A common Table of Contents covering the entire study.
- A common Abstract for the entire study (before Chapter 1)
- A common Reference List (however named) for the entire study
- Biographical Sketch
- All pages are counted in sequence—from the Title Page (1) through the Biographical Sketch. Page numbers appear centered on the bottom of each page beginning with the acknowledgments (Page 3).

### **Unacceptable Usage**

#### **The following practices are not acceptable for UF theses and dissertations:**

- Omission of material that unites components to form a complete manuscript (for example, omitting the general introductory chapter or the conclusion chapter).
- Divided reference lists or reference listed at the end of each chapter.
- Subheadings in ALL CAPS
- Chapter headings in **bold**

- Beginning 1st-level subheadings on separate pages.
- Use of an abstract at the beginning of each chapter.
- Use of a Reference List at the end of each chapter.
- Chapters paged individually, with 1 appearing on the first page of each new chapter.
- Double-spaced references or other formatting based on journal styles.
- Tables and figures cannot be grouped at the end of the thesis or dissertation. They should be grouped logically at the end of the chapter where they are first mentioned, or alternatively, they may appear near first mention within the body text, as long as blank white space is not used excessively around each of them. Only one blank line of space should appear on top of or beneath any table or figure.
- Repeating a chapter's heading as a subheading.
- Inclusion of coauthored articles is not allowed; portions and materials contributed by the student may be used however. Regardless, it is the student's and the Committee Chair's responsibility to ensure that the student has appropriately addressed all copyright issues or concerns that may arise.

Material produced by coauthors should be so noted and cited appropriately. It is the supervisory committee's responsibility to ensure that the thesis or dissertation reflects a sufficient level of original and scholarly work by the candidate.

## ELECTRONIC THESIS OR DISSERTATION (ETD)

### Format

The student should visit the [Application Support Center](#) for a free consultation before making any submission to the Graduate School Editorial Office. This document should be presented to the ASC consultants in Microsoft Word format. They can assist all students with the specifics of the templates offered by the ASC.

Once reviewed by an ASC consultant, the [Graduate School Editorial Office](#) accepts paper or PDF manuscripts for the first review of the document. This submission should be made by the student to the Editorial Office as early in the term as time will allow, but must occur no later than the [first submission deadline](#), during the term of intended degree award.

All editorial revisions should be made in the Word document before converting to PDF format. Accordingly, a current copy of the latest Word file should always be kept. After the defense and once the final copy is complete, submit the document to the Editorial Office for the final review. The thesis file(s) should be converted to PDF only after the copy has been edited by the supervisory committee and all corrections and changes have been made to their satisfaction. It is recommended that this submission occur in the days just following the student's defense and at least 10-15 business days prior to the [final clearance deadline](#) within the intended term. Should students wait until the [final submission deadline](#) to submit, they may be unable to achieve final clearance by their desired final clearance deadline. Students unable to meet the final submission and/or final clearance deadlines, may be eligible to [clear prior](#) to the following term, in turn, waiving the final term registration fees and requirements.

### Files and Links

If the thesis consists of more than one file, all files should be named to one directory before adding the links. This avoids changing file names and causing broken links in the ETD submission. All links must be highlighted in blue. They should not be underlined. The working condition of all links should be checked before submitting the PDF. Often links are working perfectly in the Word file, and once converted to PDF, they no longer function; accordingly, the PDF file(s) and other files should be checked carefully before submission.

### Table of Contents

In the Table of Contents, students must link all major division headings (Acknowledgments, List of Tables, List of Figures, Abstract, Chapter and Appendix Titles, Reference List, and Biographical Sketch) and subheadings to the appropriate pages in the text. Use blue to highlight all links in the Table of Contents.

## **Lists of Tables, Figures, Objects, and Examples**

These lists are particularly helpful to the ETD reader. Objects can only be found in electronic theses and dissertations. Objects are defined for this purpose as video, audio, or other file types that are not distinctly tables or figures. The entries in these lists should each be linked to the actual corresponding figure, table, example, or object in the text. Use blue to highlight all links in these lists.

## **Figures, Tables, Examples, and Objects in the Text**

For certain figures, maps, tables, and so on, it may be desirable to link to a separate file (for example, for larger size or higher resolution). If this is done, there must still be a version of the figure or table incorporated in the text as with the paper copy of the thesis. The figure legend below the figure or a note below the table should then link to the separate file. With multimedia objects that cannot be shown in the PDF, a complete title/description that links to open the file should be included in the text. Examples are reserved for citing musical scores. All of these links should be in blue and must contain a parenthetical notation about the file type and size.

### **File Name**

The file name for the ETD should be your surname linked to your first initial by an underscore blank and followed by .pdf. That is, Surname\_I.pdf

### **Copyright**

Because the PDF is archived and is made available on the Web, written permission is needed for use and electronic publication of copyrighted text, figures, tables, and objects. Also, because the PDF is archived and available on the Web, it is a UF requirement to include a copyright page in all ETDs. The student is the sole copyright holder. The copyright page should be placed immediately after the title page. This page is counted (as Page 2), but it is commonplace to forego the listing of the page number on the bottom of the page. The copyright page format is shown in Appendix B of this guide. It is not necessary to register copyright with the U.S. Copyright Office, but it is recommended that all students and faculty consult the [U.S. Copyright Office website](#) for guidance in matters related to fair use and copyright infringement.

### **Reference List**

It is helpful to link text citations to the reference list. While this is not currently a requirement, it is a mark of good quality in a Web publication. The links should be in blue and should lead directly to the reference in the list, not just to the top of the list. If any Web documents are included in the reference list, they must be linked to the appropriate URL.

## **Acceptable ETD Formats**

Acceptable ETD formats are defined based on those media for which a preservation strategy currently exists. A list of currently accepted formats is available online at <http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/format-requirements/>.

## **Section Order**

In accordance with the above requirements, all manuscripts must contain the following components, in the order listed:

- Title page
- Copyright page
- Dedication (optional)
- Acknowledgments (optional)
- Table of Contents
- List of Tables (if necessary)
- List of Figures (if necessary)
- List of Symbols/Abbreviations/Nomenclature (if necessary)
- List of Acronyms/Terms (if necessary)
- List of Examples (if necessary and only for music)
- Abstract
- Body chapters (number and titles will vary according to manuscript organization)
- Appendix (optional)
- List of References
- Biographical Sketch

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APPENDIX A  
TITLE PAGE SAMPLE

Consult [GIMS](#) for the correct title of the degree. Substitute the correct designation (thesis or dissertation) and the correct degree (Master of . . . or Doctor of . . .).

<p>(1" margin)</p> <p>EFFECT OF INSECTICIDE SYNERGISTS ON PROPOXUR PHARMACOKINETICS IN THE GERMAN COCKROACH, <i>Blatella germanica</i> (L.)</p> <p>By</p> <p>ADOLFO SANCHEZ ACEVEDO</p> <p>A DISSERTATION PRESENTED TO THE GRADUATE SCHOOL OF THE UNIVERSITY OF FLORIDA IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY</p> <p>UNIVERSITY OF FLORIDA</p> <p>2013</p>
--

The title page should be in all capital letters. Title and statements should be typed single-spaced. Bottom and top margins should be only 1 inch.

## APPENDIX B COPYRIGHT PAGE SAMPLE

A copyright page is required for all ETDs. The author of the thesis or dissertation is automatically the copyright holder. Candidates who plan to register copyright must include a copyright page in their dissertation. The copyright page is the first page after the title page; it is counted as page 2 but it does not get a typed page number, and it is not listed in the table of contents.



© 2006 Your Name

The same name as on your title page, only typed in upper- and lower-case type here



APPENDIX C  
TABLE OF CONTENTS SAMPLES

**Sample Table of Contents for Numbered Chapters**

These samples show capitalization, spacing, and format. Use the appropriate sample, depending on the organization of your manuscript.

TABLE OF CONTENTS

	<u>Page</u>
ACKNOWLEDGMENTS .....	3
LIST OF TABLES .....	5
LIST OF FIGURES .....	6
ABSTRACT.....	7
CHAPTER	
1 INTRODUCTION.....	9
2 MATERIALS AND METHODS .....	13
Subjects .....	15
Age Range.....	19
Inclusion Criteria.....	21
Methodology .....	22
3 RESULTS AND DISCUSSION (FOR LONG TITLES, ALIGN THE CARRYOVER LINE LIKE THIS).....	28
Results of Content Analysis .....	29
Discussion (For Long Subheadings, Indent Carryover Lines to a Position Distinct from the Beginning Line of This Subheading).....	33
4 SUMMARY AND CONCLUSIONS .....	40
APPENDIX	
A UNWIELDY COMPUTER PRINTOUTS.....	47
B SUPERFLUOUS MATERIAL .....	53
REFERENCE LIST .....	59
BIOGRAPHICAL SKETCH .....	63

## Sample Table of Contents for Numbered Chapters and Subdivisions

### TABLE OF CONTENTS

	<u>Page</u>
ACKNOWLEDGMENTS .....	3
LIST OF TABLES.....	5
LIST OF FIGURES .....	7
ABSTRACT .....	9
 CHAPTER	
1 INTRODUCTION .....	11
1.1 Background.....	15
1.2 Types of Film Considered.....	16
2 TESTING OF DIAMOND-LIKE CARBON (DLC) FILM .....	18
2.1 Diamond-Like Carbon (DLC) Film .....	18
2.2 Mechanical Failure of DLC Films on Metal Substrate .....	20
2.2.1 Source of Stress in DLC Films .....	20
2.2.2 Compressive Failure of Coatings on Planar Substrates .....	22
2.2.2.1 Short-range failures.....	22
2.2.2.2 Long-range failures.....	23
3 TESTING OF OTHER TYPES OF FILM.....	25
3.1 Other Types of Film.....	25
3.2 Mechanical Failure of Other Films on Metal Substrate .....	27
3.2.1 Source of Stress in Other Films .....	28
3.2.2 Compressive Failure of Coatings on Planar Substrates .....	30
3.2.2.1 Short-range failures.....	32
3.2.2.2 Long-range failures.....	33
4 RESULTS.....	35
5 DISCUSSION.....	48
 APPENDIX	
A EARLY MATERIALS USED.....	53
B COMPETITOR ADVANTAGES AND DISADVANTAGES .....	55
REFERENCES .....	61
BIOGRAPHICAL SKETCH .....	67

## Sample Table of Contents for Theses and Dissertations without Chapter Numbers

### TABLE OF CONTENTS

	<u>Page</u>
ACKNOWLEDGMENTS .....	3
LIST OF TABLES .....	6
LIST OF FIGURES .....	7
ABSTRACT .....	10
INTRODUCTION .....	12
Literature Review .....	15
Historical Overview .....	21
MATERIALS AND METHODS .....	27
Sample Characteristics .....	28
Age and Gender .....	29
Familial History .....	31
Other Characteristics .....	33
Inclusion criteria .....	35
Participants who discontinued .....	36
Methodology .....	38
RESULTS .....	45
DISCUSSION .....	49
APPENDIX   QUESTIONNAIRES AND UNWIELDY MATERIAL (IF YOU HAVE ONLY ONE APPENDIX, DO NOT CALL IT “APPENDIX A.” INSTEAD, TYPE THE TITLE NEXT TO “APPENDIX,” LIKE THIS ..	51
REFERENCE LIST .....	58
BIOGRAPHICAL SKETCH .....	62

**Note: Do not use this format if you refer to your chapters by number.**

## Sample Table of Contents for Creative Writing

### TABLE OF CONTENTS

	<u>Page</u>
ACKNOWLEDGMENTS .....	3
ABSTRACT.....	5
NAME OF FIRST POEM/CHAPTER .....	12
NAME OF SECOND POEM/CHAPTER .....	27
NAME OF THIRD POEM/CHAPTER .....	45
NAME OF FOURTH POEM/CHAPTER .....	49
NAME OF FIFTH POEM/CHAPTER .....	51
BIOGRAPHICAL SKETCH .....	62

**Note: Should further subdivisions be desired, follow the formatting guidelines set for all headings and subheadings as shown in this guide for theses and dissertations.**

### TABLE OF CONTENTS

	<u>Page</u>
ACKNOWLEDGMENTS .....	3
ABSTRACT.....	10
PART ONE: THE TITLE OF PART ONE.....	12
Poem One/Story One/Chapter One .....	15
Poem Two/Story Two/Chapter Two .....	21
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Title Here Should Appear in Title Case .....	53
Title Here Should Also Be Bold and Centered in the Body .....	59
BIOGRAPHICAL SKETCH .....	62

## APPENDIX D HEADING FORMATS

### CHAPTER 1 TITLE OF CHAPTER (Centered and all caps, not boldface)

Single-space all headings and subheadings. Use only one blank line space before or after any heading or subheading. All of your subheadings (1st-level, 2nd-level, 3rd-level, and paragraph headings) should be boldface. Alternatively, all of them may be underlined. Choose only one method for all levels, and do not mix. Do not create any additional levels: use only those given here. Important: a chapter or subdivision cannot be divided into only one part. If you create subheadings at a given level, there must be at least two subheadings at that level

#### **First-Level Subheading**

Bold, centered, and in title case (capitalize the first letter of each principal word). You must list all 1st-level subheadings in the table of contents.

#### **Second-Level Subheading**

Bold, flush left, and in title case. Second-level subheadings are subordinate to 1st-level subheadings. You need not list 2nd-level subheadings in the table of contents; but if you list one, list them all.

#### **Third-level subheading**

Bold, flush left, and in sentence case (capitalize only the first letter of the first word—and any proper nouns). Third-level subheadings are subordinate to 2nd-level headings. You need not list 3rd-level subheadings in the table of contents; but if you list one, list them all. (If you have any one-word subheadings at this level, you'll want to format all subheadings at this level as paragraph headings instead, to distinguish them from 2nd-level subheadings.)

**Paragraph heading.** Paragraph headings are bold, indented, in sentence case, ending with a period (or colon). The text continues after the period, on the same line as the heading. Paragraph headings can be placed anywhere; they are not hierarchical. Do not list in the table of contents.

**Major division headings.** These headings (chapter and appendix headings, Acknowledgments, Table of Contents, List of Tables, List of Figures, Abstract, Reference List, and Biographical Sketch) should be in UPPERCASE. Do not boldface or underline major division headings. However, even in an otherwise uppercase heading, use mixed case as needed for correct scientific notation: OYSTERS AND *Vibrio vulnificus* BACTERIA

## APPENDIX E

### SAMPLE LIST OF TABLES AND LIST OF FIGURES

The samples below show capitalization, spacing, and format. These types of lists are required for electronic theses and dissertations with tables or figures present in the document. These pages precede the academic abstract, within the preliminary pages. The table and figure number designations should be coded to the chapter in which they appear. The designations should be numbered sequentially, within each chapter. The chapter numbers and the designations are joined by hyphens rather than periods. The headings should be in Sentence case. Do not list continued tables or subparts here on these pages. Instead, only the general titles should be listed here.

Notice, the template must be manually modified in order to match the sample below. Modify, by removing the repeated columnar heading words and the periods in order to mimic the style below exactly. Insert an appropriate tabbed space where appropriate.

#### Sample List of Tables Page

##### LIST OF TABLES

<u>Table</u>	<u>page</u>
2-1    Interesting but nonessential data.....	12
2-2    Statistical analysis of related data and findings that are discussed in the text.....	14
3-1    Mean number of correct responses .....	21
3-2    Significant level of descriptive material .....	25
A-1    Comparison of results from the literature .....	56

#### Sample List of Figures Page

##### LIST OF FIGURES

<u>Figure</u>	<u>page</u>
2-1    Flamingos in Florida .....	12
3-1    Map of significant nesting sites in Florida, the Caribbean islands, Africa, Asia, Australia, and New Zealand.....	21
A-1    Map of most frequent sightings .....	56
B-1    Photo of the research team at the study site.....	61

APPENDIX F  
ABSTRACT SAMPLE

**Academic Abstract**

Use the statement and format shown below, substituting the correct designation (thesis or dissertation) and the correct degree (Master of . . . or Doctor of . . .). Consult the Graduate Information Management System ([GIMS](#)) or the [EDM](#) System for the correct title of the degree. Master's thesis Academic Abstracts cannot exceed 2 pages. Doctoral dissertation Academic Abstracts cannot exceed 350 words.

(1" margin)

Abstract of Thesis Presented to the Graduate School  
of the University of Florida in Partial Fulfillment of the  
Requirements for the Degree of Master of Arts

TITLE OF THE WORK, CENTERED, SINGLE-SPACED,  
IN ALL CAPITAL LETTERS, EXACTLY AS ON TITLE PAGE

By

Your Name

Month and year of degree award  
(NOT month the work is submitted or of commencement)

Chair: Name of Supervisory Chair

Cochair: Name of Supervisory Cochair (if any)—otherwise delete this line

Major: Exact name of your major not your department's name.

Double-spaced text of the abstract begins here. Headings above should be typed single-spaced as shown in this sample. Single-space the title if it runs more than one line. Do not put a blank line between the lines for chair and major. In the case of Medical Sciences, the concentration should follow the major. This concentration should be joined by an em-dash. The abstract should be a concise summary of the study and its purpose, fully understandable without reference to the thesis or dissertation. It should not contain parenthetical or bracketed references.

## APPENDIX G OTHER SAMPLES AND EXAMPLES

### Table Sample

There must be only 1 single-spaced blank line before or after a table or figure with the table heading at the top of the table

- Aligned with the left-hand margin and above the table, place the word Table; then the number, coded to the chapter and joined to the table number by a hyphen; flush left; then a period; then two spaces; then the title in Sentence case.
- Any supplementary information should be printed or typed on the reproduced image with the SAME typeface as the rest of the manuscript and should appear as a note below the table.
- Single-space all tables. Use sentence case for elements of the table (heading, column headings, and cell entries). Use left-alignment (ragged right) in all text column entries and feel free to indent any carry-over lines by 2 spaces. In general, right alignment should be used with numeral entries; however, with the use of decimals, the decimals should be aligned.
- Do not use bold, underlining, or vertical lines in tables. Go to <Format><Borders and shading> and remove all lines. Instead, add one line under table heading; one under column-heading row; and one at end of table (before notes, if any).
- When possible, use full width of page (for smaller tables, you can keep the columns readably close, toward the left—and merely extend the lines to the right margin).

Here is an example:

Table 3-1. Different breeds of dogs and their characteristics.

		Number admitted to animal shelters each month*		
Breed	Size		Advantages	Disadvantages
Cocker Spaniel	Medium	45,063	Adorable	Urinary incontinence
Pit Bull	Large	5,381	Theft deterrent	Bites and won't let go
Poodle	Small	296,540	Hair does not shed	Worst biters

\* Not real data; made up to show decimal alignment.

Note: Obtain written permission to borrow any copyrighted material and give full source here.

Tables too long or too wide for a single page—broadside or upright—may be continued. The table title should not be repeated. The heading should read

Table 4-1. Continued

Column and row headings must be repeated for continued tables.



## Figure Samples

### Traditional Figures



Figure 1-1. Cute koala.



Figure 1-2. Another beautiful hydrangea,

## Nontraditional Figure

### Why use our styles?

If you use the styles we provide, your TABLE OF CONTENTS can be generated automatically with the correct text with the appropriate page numbers.

<p><b>CHAPTER 3</b> <b>MATERIALS AND METHODS</b></p> <p>This is a condensed representation of Chapter 3 showing how all of its heading styles are used. The information in the area will continue to page 34.</p> <p>The paragraphs in this section for the most part should use the <i>Body Text</i> style; however, the styles <i>Body Text No Indent</i>, <i>Block Text</i>, <i>Normal</i> and <i>Captions</i> should be used where appropriate.</p> <p><b>Sample Characteristics</b></p> <p>The first level subheading above would normally appear on page 34. This subheading is a section of Materials and Methods and contains two second-level subheadings.</p> <p><b>Age and Gender</b></p> <p>The second-level subheading, Age and Gender, appears on page 40 and is a subsection of Sample Characteristics. The information in the section will continue to page 48.</p> <p><b>Familial History</b></p> <p>The second-level sub heading Familial History appears on page 48 and is a subsection of Sample Characteristics. The information in the section will continue to page 55.</p> <p><b>Methodology</b></p> <p>Methodology is the second section of Materials and Methods and contains no subheading. The information in the section will continue to page 66.</p>	<p><b>TABLE OF CONTENTS</b></p> <table> <tr> <td></td> <td style="text-align: right;">page</td> </tr> <tr> <td>ACKNOWLEDGMENTS .....</td> <td style="text-align: right;">ii</td> </tr> <tr> <td>LIST OF FIGURES .....</td> <td style="text-align: right;">iv</td> </tr> <tr> <td>LIST OF TABLES .....</td> <td style="text-align: right;">v</td> </tr> <tr> <td>ABSTRACT .....</td> <td style="text-align: right;">vi</td> </tr> <tr> <td colspan="2"><b>CHAPTERS</b></td> </tr> <tr> <td>1 INTRODUCTION .....</td> <td style="text-align: right;">1</td> </tr> <tr> <td>2 REVIEW OF LITERATURE .....</td> <td style="text-align: right;">15</td> </tr> <tr> <td>    Historical Overview .....</td> <td style="text-align: right;">16</td> </tr> <tr> <td>    Contemporary Closely Related Studies .....</td> <td style="text-align: right;">20</td> </tr> <tr> <td>3 MATERIALS AND METHODS .....</td> <td style="text-align: right;">28</td> </tr> <tr> <td>    Sample Characteristics .....</td> <td style="text-align: right;">34</td> </tr> <tr> <td>        Age and Gender .....</td> <td style="text-align: right;">40</td> </tr> <tr> <td>        Familial History .....</td> <td style="text-align: right;">48</td> </tr> <tr> <td>        Methodology .....</td> <td style="text-align: right;">55</td> </tr> <tr> <td>4 RESULTS AND DISCUSSION .....</td> <td style="text-align: right;">67</td> </tr> <tr> <td>    Results of the Study .....</td> <td style="text-align: right;">70</td> </tr> <tr> <td>    Note That the Second Line of a Heading That Runs More Than One Line Is Indented .....</td> <td style="text-align: right;">84</td> </tr> </table> <p><u>What are Styles?</u></p> <p>We used the following styles to create this example:</p> <table> <tr> <td>01 CHAPTER TITLE .....</td> <td>Title of Chapter</td> </tr> <tr> <td>02 First Level Subheading .....</td> <td>First-level Subheading</td> </tr> <tr> <td>03 Second Level Subheading .....</td> <td>Second-level Subheading</td> </tr> <tr> <td>05 Body Text .....</td> <td>Standard Paragraphs</td> </tr> </table>		page	ACKNOWLEDGMENTS .....	ii	LIST OF FIGURES .....	iv	LIST OF TABLES .....	v	ABSTRACT .....	vi	<b>CHAPTERS</b>		1 INTRODUCTION .....	1	2 REVIEW OF LITERATURE .....	15	Historical Overview .....	16	Contemporary Closely Related Studies .....	20	3 MATERIALS AND METHODS .....	28	Sample Characteristics .....	34	Age and Gender .....	40	Familial History .....	48	Methodology .....	55	4 RESULTS AND DISCUSSION .....	67	Results of the Study .....	70	Note That the Second Line of a Heading That Runs More Than One Line Is Indented .....	84	01 CHAPTER TITLE .....	Title of Chapter	02 First Level Subheading .....	First-level Subheading	03 Second Level Subheading .....	Second-level Subheading	05 Body Text .....	Standard Paragraphs
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Figure 3-3. How styles appear in the table of contents. By applying the preprogrammed formatting styles to your chapter titles and subheadings, they will be updated to the table of contents with the appropriate page number with just a click of the mouse.

## Figures with Subparts



Figure 3-1. Century Tower taken in 1999 from Jim Albury's office window.



Figure 3-2. Series of University of Florida landmarks. A) Taken from the base of Century Tower looking upward at 3:00 PM, B) taken from the northwest corner of the Music Building, C) taken from the CSE atrium at 9:00 PM and D) the University Auditorium. A, B, & D are labeled correctly but C is ambiguous. (Note: the caption in the list of figures does not include the sub-part

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