



**University of Northern Iowa  
Graduate College**

**Thesis and  
Dissertation Manual**

## Foreword

This manual is neither a style manual nor a guide to writing. The goal of this manual is to specify clearly and briefly the format requirements for University of Northern Iowa theses and dissertations. The purpose of these requirements is to impose uniformity in manuscripts by individuals from various disciplines. This manual supersedes all previous thesis and dissertation guidelines published by the University of Northern Iowa.

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## INTRODUCTION

In the Graduate College of the University of Northern Iowa, a thesis is an option for most master's degrees and is required for some master's programs and specialist's degrees (see current University of Northern Iowa *Catalog of Courses* for specific requirements). For degrees beyond the specialist's degree, a thesis is always required. A doctoral thesis is often distinguished from those written by candidates for master's and specialist's degrees by the term "dissertation." In this manual, unless specifically stated otherwise, the term "thesis" refers to the master's and specialist's thesis, and the doctoral dissertation. Students in a non-thesis program should consult with their graduate program for information.

At the University of Northern Iowa, a thesis is a scholarly contribution to knowledge. The thesis presents research that has been conducted under the supervision of a Graduate Faculty member approved as the thesis chairperson. The document must not have been published previously, and the research must be defended successfully in an oral presentation. The student, the chairperson, and the student's thesis committee are responsible for ensuring that the paper is presented in acceptable scholarly style and correct form. Such matters as length and organization of material are at the discretion of the student and the student's thesis committee.

The detailed instructions in this guide intend to lend a uniform appearance to theses at the University of Northern Iowa and must be followed by all disciplines. Although it is recognized that papers from divergent areas of study will exhibit differences, certain requirements of format are necessary. A variety of style manuals is available (see Appendix) to assist students in writing a thesis. If any points in the style manual that your department requires differ from any rules in this manual, **the rules in this manual take precedence.**

This manual specifies the procedures and standards applicable to theses and to documentation of music recitals and art shows final projects submitted to the Graduate College of the University of Northern Iowa in partial fulfillment of a graduate degree. The guidelines in this manual are concerned with editorial style--the rules and guidelines necessary to ensure clear, consistent presentation of the printed word. Editorial style concerns uniform use of punctuation and abbreviations, construction of tables, selection of headings, and citation of references, as well as many other elements that are part of every manuscript. The minimum specifications described in this booklet must be met in order for a thesis to be accepted. Please do not use earlier theses as models for style and format because they may not reflect current standards and requirements.

**The format and style used in this thesis manual are not necessarily acceptable for theses/dissertations. Please follow written guidelines as well as the samples in the Appendix.** Most style manuals are written for authors preparing manuscripts that will later be typeset for publication. Because a thesis is submitted in final form to the Graduate College, it must satisfy the Graduate College's specific requirements, even if these requirements depart from the individual style manual. Definitions, policies, and procedures described in this manual are subject to change. It is the student's responsibility to obtain the current Graduate College Calendar, and any pertinent related materials, and to prepare and submit the required thesis in accordance with requirements in effect at the time of submission. If students or advisors have any questions concerning the rules and procedures, please call the Graduate College (319-273-2748).

## GENERAL NATURE OF THESIS OPTION

A thesis is required of all candidates who choose the thesis option. The thesis may take the form of a study, an experiment, a survey, a composition, or a creative work or project and may delve deeply into some aspect of a specialized academic field or may concern itself with methodology and materials of instruction. The preparation of a thesis should develop in the student a broader understanding of the world's knowledge and a more genuine appreciation of the research efforts of others. The student following the thesis option should make at least a tentative selection of a topic by the end of his or her first semester of graduate study.

## THESIS COMMITTEE

The thesis committee consists of three or more University of Northern Iowa Graduate Faculty--the student's thesis advisor as thesis chairperson and two or more additional Graduate Faculty members. Usually at least one of these additional members will be from outside the student's major department. The committee assists the student in further defining and supervising the student's research and eventually accepts or rejects the thesis.

The committee for the Doctor of Education Degree is selected by the student in consultation with the Associate Dean of the College of Education. The membership of the committee will include at least four UNI Graduate Faculty members, one of whom is from outside the student's department. Some departments may require this member to be from outside the College of Education. The committee for the Doctor of Technology Degree is selected by the student in consultation with the Head of the Department of Technology and the Graduate Coordinator. The membership of the committee will consist of three UNI Graduate Faculty members from the Department of Technology, and two UNI Graduate Faculty members from outside the department, one of whom will be from outside the College of Humanities, Arts and Sciences, and serve as a representative of the Graduate College assigned by the Graduate College Dean. Formal work on the dissertation for either degree may not proceed without approval from the respective committee.

The appropriate Thesis or Dissertation Committee Approval Form should be submitted to the Graduate College for approval as soon as the committee is selected and approved by the department. The forms are available on the Graduate College website at <http://www.grad.uni.edu/thesis-dissertation/thesis-forms>

## RESEARCH CREDIT FOR THESIS WORK

The total number of hours of research credit for thesis work may vary with individual programs. Most master's programs include a 6-hour research credit requirement. The Master of Science, Specialist in Education, and Doctoral programs may have different research hour requirements or conditions. However, in all cases, to earn thesis credit the student must register for the appropriately numbered Research course, usually not more than 3 hours in any semester. Doctoral students who have completed their program except the dissertation, and who have passed their comprehensive exam, must be continuously registered until the degree is completed.

## RESPONSIBILITIES

### THE CANDIDATE

The candidate's minimum responsibilities for the thesis are:

1. Organizing and presenting content accurately, readably, and usefully;
2. Composing in a clear and correct form (e.g., organization, sentence structure, paragraphing, punctuation, spelling, and grammar);
3. Assuring correct form and accuracy of information in quotations, footnotes, bibliographic citations, tables, and other illustrative materials as outlined in the most current edition of the style manual approved by the student's major department;
4. Supplying thesis materials which meet the requirements of this manual;
5. Verifying with the Graduate College that an approved thesis committee approval form is on file;
6. Arranging with the Graduate College Reviewer for a thesis preview to review the style and format. The preview should be with a "final draft" of the thesis that is formatted following the most recent edition of the department style manual and the specifications outlined in this manual. **No thesis will be accepted by the Graduate College for approval without this preview.**
7. Checking deposit copies for errors prior to submission to the Graduate College Office. If an excessive number of errors are found in the submission copies, the Graduate College Reviewer will not finish reading the thesis, and the student will be notified of that finding. The student then will be obliged to assure that the thesis has been carefully edited before resubmitting corrected deposit copies.

8. Meeting Graduate College deadlines. The candidate must submit all deposit copies by the Graduate College deadline date in order to be eligible to graduate that semester.

9. Making corrections as indicated by the thesis committee and the Graduate College Reviewer. (Meeting the submission deadline does not guarantee graduation for that semester. Students must accurately complete all corrections and the University Record sheet must be submitted to the Registrar before the last day of the semester in order to make the deadline as a graduate of the submission semester.)

#### THE THESIS ADVISOR

Although the student bears the primary responsibility for the thesis, the thesis advisor is expected to guide and counsel the student during its preparation. In particular, the advisor should suggest or require specific improvements in organization, form, content, and expression. The signature of the thesis advisor is required on all theses. The advisor's signature certifies that the student's thesis:

1. Represents an original and valuable contribution to knowledge;
2. Is a clear and accurate description of the work performed;
3. Incorporates suggestions for improvements made by the advisor and the thesis committee;
4. Is presented in acceptable scholarly style and correct form as outlined in the current edition of the style manual approved by the student's major department and meets the highest standards of written expression.

#### THE ORAL EXAMINATION/THESIS COMMITTEE

The committee has the responsibility for evaluating the thesis critically and suggesting corrections or improvements. The committee also has the responsibility for certifying that the student is competent in the subject area contained in the thesis and is able to communicate his or her scholarly or creative efforts to others with a high degree of skill. The committee will also assist the student in following the writing style as designated by the department. Original signatures of all committee members are required on all thesis approval pages to indicate final approval has been given.

#### THE GRADUATE COLLEGE

The Graduate College is responsible for assuring that the thesis meets the standards established by the Graduate Faculty of the University of Northern Iowa. The Graduate College is responsible for checking those features of completed theses specified in this manual. The Graduate College maintains the right to request corrections and can reject manuscripts that do not follow the rules set forth in this guide. The Graduate College maintains a list of style manuals approved by departments (see Appendix) and assists students with special problems of thesis production. The signature of the Dean of the Graduate College is a certification that the thesis meets the standards of the Graduate Faculty.

### **HUMAN SUBJECTS IN RESEARCH**

It is the concern of the University of Northern Iowa that no research sponsored by, supported by, or conducted at UNI by its faculty, staff, and students exposes persons who participate as subjects to unreasonable risks to their health, general well being, or privacy.

Student research projects that involve human subjects must be conducted in compliance with the University policy for protection of human subjects. Students planning such projects must consult their thesis advisors about University human subject regulations **before** beginning any research activities that involve human subjects. Further information about these regulations and human subject forms are available from the Office of Sponsored Programs website: <http://www.uni.edu/osp/>

## ANIMAL SUBJECTS IN RESEARCH

The University of Northern Iowa takes responsibility for humane care and use of animals used in research projects. The University is committed to comply with the National Research Council *Guide to the Care and Use of Laboratory Animals*, the provisions of the U. S. Animal Welfare Act, and applicable federal, state, local and university laws and regulations.

Student research projects that involve animal subjects must be conducted in compliance with the University policy for protection of animal subjects. Students planning such projects must consult their thesis advisors about University animal subject regulations **before** beginning any research activities that involve animal subjects. Further information about these regulations and the Animal Care and Use Protocol form are available from the Office of Sponsored Programs website: <http://www.uni.edu/osp/>

## TITLING THE MANUSCRIPT

Generally the best title for a thesis or dissertation is one that indicates its content as precisely and briefly as possible. The use of a number of highly abstract terms in a title, or wording that suggests a much broader scope than is actually covered, may give an unclear or misleading impression. To facilitate indexing and citation by other parties, words are preferable to formulas, superscripts, subscripts, or Greek letters or other symbols. Some students find the title-subtitle form useful in avoiding undue complexity of wording. For example: "The Haymarket Riot of 1886: An Analysis of the Popular Press." Do NOT type an abbreviated title (running head) on subsequent pages of the manuscript.

## SCOPE OF THE MANUAL

Certain requirements for preparation and submission of a thesis are stated in this manual. Other details, such as methods of documentation, may be obtained from the style manual specified by the student's department. This booklet is not intended to be an exhaustive manual covering all details of writing a thesis in acceptable form. It is not a style manual. It is intended to give the student information on matters of format required by the University of Northern Iowa and to indicate certain steps that lead to graduation. The Graduate College does not specify a particular manual of scholarly style because different disciplines follow different practices. Each department specifies the style manual to be followed in its discipline. A thesis must be prepared in accordance with the latest edition of the style manual recommended by the student's department and must be internally consistent in its use of approved forms. Practice recommended in the style guide is to be followed except where it may be in conflict with this guide. In that case this guide takes precedence. Guidelines and examples of format are presented in this manual to exemplify the minimum standards of format and style expected in the preparation of a thesis. Care should be exercised in supplementing information in this manual with information from disciplinary style manuals of instructions to authors, because many such instructions are dictated by the requirements of manuscripts that will later be printed in final form. Publication requirements may not be consistent with thesis preparation requirements.

Any questions concerning interpretation of Graduate College regulations or their application to material in the thesis should be directed to the Graduate College Office. It should be understood that the final decision regarding the acceptability of the manuscript rests with the Graduate Dean.

## FORMAT AND STYLE

### GRADUATE COLLEGE REQUIREMENTS

The Graduate College is responsible for maintaining those requirements established by the Graduate Council which are necessary for the processing, microfilming, binding, and storing of theses, and for the maintenance of some uniformity of organization. **The required standards are described in this booklet, and the Graduate College will not accept any manuscript that fails to meet these standards.** The purpose of these requirements is to impose uniformity in manuscripts by individuals from various disciplines.

**When a discrepancy occurs between the requirements described in this manual and the requirements in the department style manual, this UNI manual should be followed.** Theses written in past years and now in the library should not be used as standards for manuscript preparation because they may not reflect current standards and/or requirements. This practice will not be considered an acceptable excuse for failure to conform to Graduate College specifications or those of the designated style manual.

## WORD PROCESSING/PRINTING

Students should decide on a font style and accommodating printer in the early stages of thesis preparation. This will help to avoid later changes in pagination, text alignment, and table or figure formatting.

The same font is to be used for all preliminary pages, text, table and figure captions, reference/bibliography pages, appendix headings, and page numbers. Font size may be either 10 or 12. Changes in font are unacceptable in the text except within the appendices. The following fonts, or any similar, are appropriate for thesis copy. This is not an inclusive list.

Courier	Helvetica
New Century Schoolbook	Bookman
Palatino	Geneva
Times New Roman (used in this manual)	New York

**Check with the Graduate College if you have questions about the acceptability of your printer or the font.**

Any additions to the text of foreign alphabets, scientific formulae, or other signs impossible to type on the keyboard, must be made with a fine-pointed graphic arts pen in permanent black ink. Do not use ballpoint or a water-based felt tip pen.

Regardless of the printing/copying process used, the final copy must be clean and suitable for microfilming or digitizing, with uniform darkness and a sharp, permanent imprint, and with all letters and symbols fully legible. A thesis that does not meet these requirements and standards will not be accepted by the Dean of the Graduate College.

The format of the pages of the text should contribute to the continuity for the reader. Partially filled pages of text are not permitted except at the end of a chapter, or where there is insufficient room to place four or five lines of text either before or after a table, or when headings appear near the bottom of the page and there is insufficient room to follow the heading with at least two lines of text. Print the text so that each page is filled from the top margin to the bottom, but adjust the latter when necessary to avoid "widows and orphans." A "widow" is a single initial line of a new paragraph at the bottom of the page, and an "orphan" is a single terminal line of a paragraph at the top of a page. In other words, a single line of a paragraph is not allowed at either the top or bottom of a page.

Hint: To avoid Widows and Orphans, use the Widow/Orphan Control feature in Microsoft Word. It is located under the Line and Page Breaks tab under Paragraph under the Home tab.

Either one or two spaces may be used after punctuation at the end of a sentence, as long as it is consistent throughout the entire thesis.

## PAPER

The stock for deposit copies of the thesis must be 24 pound white bond paper, 8½ x 11 inch, acid free, 25% or 100% cotton. Any brand of paper is acceptable if it meets all of these specifications. The same brand, weight, and type of paper must be used throughout the thesis. The submission copies of the manuscript must be printed on one side of the paper only. They may be printed on a laser printer or photocopier. The print or type must have a consistent sharpness, clarity, and darkness throughout the text.

Do not bind, staple, fold, or hole-punch the final copies of the manuscript to be submitted to the Graduate College.

The University of Northern Iowa has a contract with Copyworks in Cedar Falls. Students will receive a discount if they go to the office of University Relations, 125 E. Bartlett, and fill out a questionnaire prior to going to Copyworks to print the thesis or dissertation.

Hint: The special thesis paper usually has a watermark.

## MARGINS

Standard page size for a thesis is 8 1/2 x 11 inches and the following margins must be maintained to facilitate binding:

Left margin (binding edge)	1½ inches
Right margin	1 inch
Top margin (first line of text)	1¼ inches (see page 7 for placement of page number)
Bottom margin	1¼ inches minimum

No print except page numbers (see Pagination section) should appear in the margins. The top margin is measured from the top edge of the page to the top of the first line of type. The bottom margin is measured from the bottom of the last line of type to the bottom edge of the paper. Margin requirements must also be followed for photographs, figures, graphs, and appendices. **Do not hyphenate words at the end of a line of type except in the case of a compound word. Do not right-justify lines of text.**

## SPACING

Double-spacing is required throughout most of the manuscript. When single-spacing would improve readability, however, it is usually encouraged. Students preparing manuscripts in creative writing may find that double spacing limits creativity. Approval should be obtained from the Graduate College when spacing variations not already mentioned are desired. **The reference material is single-spaced within each reference and double-spaced between references. The first line of each reference is flush with the left margin with the following lines indented one paragraph indentation to form a hanging indent.**

Display a quotation of more than four lines in a free-standing block of **single-spaced** lines. Quotation marks are omitted at the beginning and end of each block, unless they appear in the original, because the block itself indicates quotation. The original paragraphing should be retained. Block quotations are separated from the text by a double space before and after. Start a block quotation on a new line, and indent it one paragraph indentation from the left margin and maintain the right margin. Type subsequent lines flush with the indent. If there are additional paragraphs within the quotation, indent the first line of each paragraph one half inch from the margin of the quote.

When lines of chapter titles or subheadings are more than half a line in length, they may be divided, preferably using an inverted pyramid format, and single-spaced. Two-line headings and figure captions may also be single-spaced. Triple-space before and after tables and figures to separate from the surrounding text. If two tables or figures appear on the same page, separate them by a triple-space.

Hint: A triple-space means 3 single-spaced blank lines or 2 double spaces.

## CORRECTIONS

The Thesis Reviewer will complete a final review of all finished theses in the order in which they were submitted to the Graduate College. The student will be notified by email if corrections are necessary before the thesis can receive final approval. Corrected pages must always be made in the same font matching the original and must be done with attention to neatness and permanence. Corrections made with correction

fluid, pencil, or pen are not allowed. *Copies that give evidence of careless preparation will not be accepted by the Graduate College.* Careful proofreading must follow any changes. Students are advised to determine whether any correction will impact the adjoining pages. Sometimes it may be necessary to reprint an additional page or pages to ensure that no text is omitted or repeated with the corrected pages are inserted into the original thesis.

## PAGINATION

Each page in a thesis must be assigned a number. (The Abstract title page and Abstract are NOT numbered.) The pages in the preliminary material must be numbered consecutively with lower case Roman numerals (e.g., ii, iii, iv, etc.). *Page numbers are placed in the upper right-hand corner, ¾ to 1 inch from the top edge of the paper and even with the right margin.* The manuscript title page counts as page i, although the number does NOT appear on the page. The official approval page for the thesis (see the sample on page 25 of this Manual) counts as page ii and the page is so numbered. (Dissertation writers do not have this page; their title pages serve as the signature pages.) All other preliminary pages such as Acknowledgments, Dedication, Table of Contents, List of Tables, and List of Figures are numbered with the lower case Roman numerals in consecutive order. All text pages must be numbered in the upper right-hand corner, ¾ to 1 inch from the top edge of the paper and even with the right margin, using Arabic numbers, starting with the first page of Chapter 1 and continuing throughout the study, references, and appendices. On pages printed in landscape, the page number should be placed in the same position, facing the same direction, as on the other pages. **All page numbers must be of the same font and type size as the text of the paper.** All page numbers stand alone. Do not place periods, parentheses, hyphens, or dashes before or after the page numbers. **Do not use a running head on any of the pages.**

## ABSTRACT AND THESIS TITLE PAGES – Master’s and Specialist in Education Degrees

The title pages of both the abstract and the thesis must conform to the Graduate College example for the degree being sought. Sample title pages are found in the Appendix of this manual. The title, as it appears on the title page, must agree exactly with the title listed on the University Record Sheet or Dissertation Approval Form (available at <http://www.grad.uni.edu/thesis-dissertation/thesis-forms> ).

Included on the title page must be the following:

1. Complete thesis title in capital letters, centered between the margins and double-spaced. The title should begin 1¼ inch from the top of the page. If the title is more than one line in length, it is double-spaced and arranged as an inverted pyramid
2. The degree being sought
3. The name of the candidate as it appears on the candidate's record in the Registrar's Office
4. The month and year degrees will be conferred in the current semester (not the date of defense or submission)

## ABSTRACT

The abstract should present an account of the thesis that will enable an interested person to determine the desirability of reading the entire work. It needs to be dense with information but also readable, well organized, brief, and self-contained. The maximum length of the abstract is 350 words which is approximately 1½ double spaced pages. Each number, symbol, or abbreviation counts as one word; a hyphenated word counts as two. The abstract is filed in triplicate in the Graduate College at the time of thesis submission. Two copies of the thesis abstract will be bound with the thesis deposit copies. The third copy of the abstract is retained in the Graduate College Office. Style standards for the thesis also apply to the abstract.

The first page of the abstract should be headed by the word ABSTRACT typed in all capital letters, centered between margins. The text begins a double space below, is double-spaced, and is typed in normal

paragraph form. The first word of each paragraph should be indented consistent with the rest of the paper. *Although the abstract may have several paragraphs, it should contain no subtitles, paragraph headings, or citations. The abstract precedes the thesis, and its pages are NOT numbered. The abstract is not listed on the Table of Contents.*

If the abstract is for a thesis project other than a manuscript, the abstract must describe the products or performances represented in the thesis project. It must also provide information about the location of products and evidence concerning products and performances (e.g., data on exhibits, films, photographs, recordings, etc.). The 350-word limit does not apply to the abstract of such works. Students in art, music or public history should obtain special instructions from the respective department or school.

#### DISSERTATION TITLE PAGES – Doctoral Degrees

The doctoral abstract title page differs from the master's or specialist's abstract title page in that the names and signatures of the advisor and the Graduate Dean appear on it. The dissertation title page differs from the master's or specialist's thesis title page in that the committee members' names and signatures appear on the title page. The advisor and committee members should sign these pages to indicate their final approval of the dissertation following the student's successful defense and completion of any required revisions. See the samples of the title pages in the appendix.

#### THE ORDER OF THE THESIS/DISSERTATION IS AS FOLLOWS:

1. Copyright page (optional in master's thesis)
2. Abstract title page (also a signature page for doctoral candidates)
3. Abstract
4. Thesis title page (also a signature page for doctoral candidates)
5. Thesis approval page (for all except doctoral candidates)
6. Dedication (optional)
7. Acknowledgments (optional)
8. Table of Contents
9. List of Tables (if applicable)
10. List of Figures (if applicable)
11. Text of thesis/dissertation
12. Endnotes (if used)
13. List of References/Bibliography
14. Appendices

### PRELIMINARY PAGES

#### THESIS APPROVAL PAGE (for Master's and Specialist in Education degrees)

The thesis approval page must be typed by the student using the same font as the text of the paper and printed on approved thesis paper. It will be page ii of the thesis and a minimum of four copies must be submitted with the final copies of the thesis. Committee members are to sign all copies with dark, black ink after the final defense has been passed. Approval pages must bear the student's name as it appears in the Registrar's Office and the exact thesis title. The Dean of the Graduate College will sign after the thesis has been approved by the Graduate College. **Photocopies of signed approval pages are not acceptable.**

See the appendix in this manual for a sample thesis approval page.

Hint: The Approval Page in a Master's and Specialist's thesis will always be page ii and the page number should be printed in the upper right hand corner of the page.

## DEDICATION (optional)

The Dedication is brief. It appears immediately after the signature page and is numbered using lower case Roman numerals as explained earlier in this manual. A heading on this page is optional. However, if one is used it is centered in all capitals following the required 1¼ inch top margin. Text begins a double space below the heading and is double-spaced.

## ACKNOWLEDGMENTS (optional)

It is conventional, but not obligatory, to include an expression of gratitude to individuals and organizations of particular help in the production of the thesis. The page is numbered using lower case Roman numerals as explained earlier in this manual. The heading, ACKNOWLEDGMENTS, is centered and typed in all capital letters, without terminal punctuation, following the required 1¼ inch top margin. Text begins a double space below the heading and the page is double spaced.

## TABLE OF CONTENTS

The Table of Contents is placed immediately after the Acknowledgments and contains a listing of all the materials that follow. It is constructed on the basis of the final manuscript so that it will provide an accurate guide to the text of the thesis. The heading, TABLE OF CONTENTS, is typed in all capital letters without terminal punctuation following the required 1¼ inch top margin with the first entry beginning a double-space below the heading. It should list all major elements that follow it but should **not** list any item that precedes it. The Graduate College requires chapter headings in the Table of Contents. Subheadings are optional, but if subheadings are given in the Table of Contents for one chapter, then subheadings must be given for all chapters that contain them. Headings and subheadings in the text must correspond exactly in wording and form to the Table of Contents. Each subheading level is indented more than the previous with all of the same levels having the same indentation. A reader should be able to see at a glance the number of levels of headings in the Table of Contents. The page number listed is the first page of each item or section; do not give inclusive page numbers. If a heading in the Table of Contents runs more than one line, it is single-spaced, and the page number is aligned with the bottom line of the heading. A line of periods (dot leaders) extends after the last word of each entry to the page number. Page numbers must be in a straight line along the 1 inch right margin on the page. **Instructions for formatting the dot leaders may be found in the appendix of this manual.**

## LIST OF TABLES/LIST OF FIGURES

The List of Tables follows the Table of Contents, and the List of Figures follows the List of Tables. Each begins on a separate page. The heading is centered between the margins, typed in all capitals following the 1¼ inch top margin. The first entry begins a double space below the heading. (See Appendix for a sample.) The List of Tables and the List of Figures include all items of each appropriate category in the thesis. Each title must be presented *exactly* as it is worded in the table or figure, except that parenthetical information within the title that has meaning only in reference to the table/figure, or explanatory material, should not be carried over to the List of Tables/Figures. If numbered tables or figures appear in an appendix, these should be included in the lists. Tables and figures should be numbered in the order in which they appear in the paper. See page 10 for additional guidelines on numbering tables and figures.

Hint: If the thesis has a List of Tables and/or List of Figures, these will be the first entries on the Table of Contents. List only the parts of the thesis that come after the Table of Contents.

## TABLES, FIGURES, AND OTHER ILLUSTRATIONS

Material presented in columnar arrangement, either vertical (portrait) or horizontal (landscape), is designated in the thesis as a table. Any diagram, drawing, graph, chart, map, photograph, or other type of illustration is designated in the thesis as a figure. The format of tables may vary with the discipline but must be consistent throughout the thesis. Tables and figures are to be inserted as soon as possible following their first mention in the text. Tables must carry a title, and legends or column/row headings must be such as to make the content easily understood by readers. The font used in tables must be consistent with that used in the text, and margin requirements apply. If a table or figure will not fit on the page where the first reference to it appears, move the table or figure to the top of the next page and fill in the text page with text that would normally come after the table or figure.

A table or figure that will fit on a single page must be placed as such and not divided between two pages. If a table or figure is longer than a manuscript page, type (table continues) or (figure continues) in parentheses at the bottom right-hand corner of the page. Begin the second and subsequent pages by repeating the column heads. Do not repeat the title.

Every table and figure must bear a caption that consists of its number preceded by the word "Table" or "Figure" and followed by a descriptive title. When a table or figure is referred to in the text, the reference should be to the table/figure number, "Table 7" for example, and not to "the table below."

The location of the title must be the same for all tables/figures--a uniform distance from the top as read, or a uniform distance from the bottom as read. Customarily, tables are captioned at the top and figures at the bottom. In any case, the practice for tables must be consistent for all tables, and the practice for figures must be consistent for all figures within the paper. It is recommended that Arabic rather than roman numerals be used for tables and figures because most readers have difficulty with a designation such as "Table XLVIII." Titles of tables and figures may be either single- or double-spaced, using consistent practice throughout the paper.

Tables and figures plus captions must be prepared in a way that preserves thesis margins. If a table or figure needs to be in landscape (positioned sideways), the title must also be sideways with the heading toward the binding edge allowing a proper margin, and the title must be oriented to read with the table or figure. The page number must appear in the usual position on the page, facing the same direction as on the other pages.

Hint: When using Word, the page number can be inserted in a text box in order to place it in the correct position and rotate it for a landscape page.

Oversized tables and figures may be reduced, if necessary, but not to the extent of jeopardizing legibility. The table or figure number and title may not be reduced and must be in the same font as the rest of the paper. Tables and figures should be separated from the text (or any other adjacent material) and from each other by three or four single lines of space. (Choose either three or four, but be consistent in the number of blank lines used. Two double spaces equals three blank lines.)

Tables and figures are numbered consecutively throughout the thesis including appendices. Identify the tables/figures in the appendix with capital letters and Arabic numerals (e.g., Table A1 is the first table of Appendix A). Tables and figures are numbered in the order in which they are first mentioned. Figures may be computer generated. However, if this is not possible, they must be drawn in black waterproof ink or in another durable medium that will result in clear copies. Labels, legends, and the like must be typed using the same font and size as the text of the paper. Consistency of form is required.

Color print may be used in tables and figures, if the writer feels it is advantageous to do. Be sure to use a laser quality printer or color photocopy machine. Keep in mind that color print is less stable than black. Color may fade over time and be less effective in defining the emphasized areas of graphs, figures, etc. Also keep in mind that microfilms will be in black and white. If distinctions are made with color, the distinctions should also be described in the text.

Consult the style manual required by your department for descriptions and examples for formatting tables and figures. However, no style manual covers all problems or situations in table or figure presentation. Questions should be directed to the Graduate College Office. The preparation of tables and figures must be guided by the requirements for the final deposit copy.

## **SPECIAL MATERIALS**

If a thesis will contain special materials, such as photographs or nonstandard-size materials (maps, charts, etc.), the student should consult early with the department as well as the Graduate College and the Special Collections Division of the University Library.

All photographs, maps, or charts should be prepared with a background that produces sharp contrast and clear detail. They must be clearly reproduced in all copies of a thesis. Margin requirements for photographs are the same as those for the text of the manuscript. Photographs included in the body of the thesis should be printed on 8½ x 11 inch, white bond, acid free, 25% or 100% cotton, 24 pound paper (the same brand as the rest of the pages of the thesis), using a laser printer. Photographs smaller than 8½ x 11 inches may be printed together or singly on the approved white, acid free, 25% or 100% cotton bond paper.

Photographs printed on photographic paper must be placed in the Appendix, as they are not acid-free.

Folded materials should be avoided if at all possible. If an illustration, figure, map, or table is up to two times greater than either dimension of the page, it must be suitable to be bound in the thesis at the left and folded without the danger of the fold(s) at the right, top, or bottom being trimmed in the binding process. Materials more than two times greater than either dimension of the page must be inserted in a pocket page. Pocket pages must adhere to the minimum margin standards.

## **MATHEMATICAL AND CHEMICAL NOTATION**

Symbols other than letters of the Roman alphabet and Arabic numerals that are not available in a word processing program must be drawn carefully and legibly with a fine-pointed pen with black waterproof ink. A ball-point or a water-based felt tip pen is not acceptable. If the student has difficulty locating special symbols they should consult with their advisor.

Extra spacing should be allowed above, below, and between lines of mathematical or chemical notation presented on separate lines to ensure visual clarity. Leave at least two lines of space between the subscripts of one line and the superscripts of the line below.

## **HEADINGS AND SUBHEADINGS**

Headings indicate the organization of the thesis. A consistent system of headings must be adopted for use throughout the thesis. All topics of equal importance have the same level of heading throughout a manuscript. Some manuscripts and some chapters will not require all levels of headings, but regardless of the number of levels of subheading within a section, they must always follow the same top-down progression. Many style manuals suggest systems of headings, but these sometimes need to be modified for use in a particular thesis to provide for the desired number of levels. The Graduate College recommends the following:

1. Chapter heading—including chapter number and title, centered in all capital letters (double space);
2. Major heading--centered and underlined, first letter of all major words capitalized;
3. Minor heading--placed at left margin and underlined with first letter of all major words capitalized;
4. Minor division--paragraph heading indented with only first letter of first word capitalized and followed by a period; text follows on the same line.

An illustration of these follows:

## CHAPTER 1

### CENTERED UPPERCASE CHAPTER TITLE

#### Centered, Underlined, Uppercase, and Lowercase Major Heading

#### Flush Left, Underlined, Uppercase, and Lowercase Minor Heading

Indented, underlined, lowercase minor division heading ending with a period. Text for this paragraph follows on the same line as the Minor Division heading.

Hint: Chapter numbers may be either Arabic numbers or Roman numerals but whichever is chosen should be used consistently throughout the entire thesis.

**Each new chapter begins at the top of a new page.** Major headings, minor headings, and minor divisions may begin anywhere on the page, but **at least two lines of text must follow a heading near the bottom of a page.** Headings should not appear at the bottom of a page with no textual material following.

### REFERENCES/BIBLIOGRAPHIES

All theses should contain appropriate documentation, that is, references to original literature relevant to the research presented in the paper. The first page of the reference/bibliography section should immediately follow the last page of the text. The latest edition of the department style manual should be consulted as to the information requirements of an entry, the order of presentation of the items, and punctuation. Omission of essential information, errors in spelling names, and inaccuracies in copying volume numbers, page numbers, or dates may force the reader to do additional bibliographic searching and will reflect upon the quality of the author's work. All citations in the manuscript must appear in the reference/bibliography section. **Each reference/bibliographic entry is to be single-spaced with a double space between entries.** All entries are typed in a hanging indent format which means the first line is flush left and the following lines are indented one paragraph indentation.

### APPENDICES

The appendix follows the reference/bibliography entries and all pages are numbered continuously. The appendix may contain tables of data that would interfere with easy reading of the text, development of mathematical treatments, very long quotations, schedules, forms, inventories, samples of test items, illustrative materials, and any other supplementary material considered worthy of recording or too detailed to be included in the text. If diverse materials are included, they should be grouped into categories and each category labeled as a separate appendix: APPENDIX A, APPENDIX B, etc. Each appendix should be titled and listed with its title in the Table of Contents, using the same format as the chapter titles.

The heading at the beginning of each appendix will also be in the same style as the chapter headings. A separate appendix title page may be used if the heading for any appendix doesn't fit on the page with the material being presented. If a separate appendix title page is used for one appendix, one must be used for all appendices in the thesis. The headings and page numbers of each appendix should be in the same font and the same type size as the rest of the thesis, but some materials within the appendices may need to be in different fonts and different formatting styles.

Hint: If a thesis has only one appendix, it is labeled APPENDIX, not APPENDIX A.

## MASTER OF MUSIC, RECITAL REQUIREMENT

Evidence of a graduate recital is required of all performance, conducting, and composition majors. Master of Music majors are expected to follow this manual in submitting evidence of recitals.

Abstract: Three copies on approved thesis paper--the 350-word limit does not apply. Page numbers are optional. (The Abstract title page is NOT numbered.)

CDs: Two compact discs of all recitals/performances involved, submitted in plastic cases or other appropriate CD folders. Attach or insert a paper label for each CD with your name and thesis title. Do not write directly on the CDs as the ink may cause deterioration of the CDs.

Program: Three copies of recital program printed or photocopied on approved thesis paper.

## STUDIO THESIS GUIDELINES

The studio thesis consists of a creative visual work rather than a manuscript. The creative work is documented, and this documentation shall include:

Abstract: Three copies on approved thesis paper--the 350-word limit does not apply. Page numbers are optional. (The Abstract title page is NOT numbered.)

List of artwork: A list of all creative work printed on the approved thesis paper to include the following information: Title of work, date, medium or media, and dimensions.

CDs: Two CDs of digital images submitted in plastic cases or other appropriate CD folders. Attach or insert a paper label with each CD with your name and thesis title. Do not write directly on the CDs as the ink may cause deterioration of the CDs.

## PREVIEW

During the semester in which the student intends to graduate, and no later than eight weeks before the last day of the semester, the student must have an appointment scheduled and completed with the Graduate College Office for a preview to review the style and format of their thesis. Often a brief consultation will uncover format problems that are easily remedied at this stage. All problems may not be noticed during the preview but the major difficulties should be detected.

At the beginning of each semester each department must submit to the Graduate College the names of all students intending to complete their thesis or dissertation in that semester. The Graduate College then corresponds with the student to explain the preview process and the deadline date for completing the preview. The department must submit the student's name, and an approved thesis or dissertation committee approval form must be on file in the Graduate College in order for the student to schedule a preview appointment. A specific deadline date for the preview to occur is established each semester, and it is the responsibility of the student to be aware of this date. No preview will be scheduled after the deadline date of each semester. See the current year's deadlines at <http://www.grad.uni.edu/thesis-dissertation/important-dates-graduate-students>

The student should bring along a paper draft copy of the thesis to the preview meeting. The thesis copy used for the preview should be a "final draft" of the thesis that is typed following the latest edition of the department style manual and the guidelines set forth in this manual. The preview copy will not be subject to paper or printer specifications, but must be readable and follow all formatting guidelines. At the time of the preview the student is informed of pertinent information and the necessary forms regarding the process for final submission. **No thesis or dissertation will be accepted by the Graduate College for approval without the completion of a preview.**

Students who live outside the area and would have difficulty coming to campus for their preview may make arrangements with the thesis reviewer to complete the preview electronically. The deadline dates must still be observed.

Prior to the scheduled preview appointment doctoral candidates are granted a pre-preview. The student is asked to submit to the Graduate College a copy of the dissertation (either electronic or on regular printer paper) for the Reviewer to examine. The copy is returned to the student who then makes the suggested changes prior to the scheduled preview appointment. Allow at least two weeks for the pre-preview.

## PROQUEST

Rod Library has an agreement with ProQuest to provide a digital copy of the full text of students' dissertations via the "Dissertations & Theses @ University of Northern Iowa" website. Only on-campus users and authenticated off-campus users can access the full text. The bibliographic citation and an abstract only will also be placed in the ProQuest database, where anyone may purchase a copy of a student's paper.

The author of a doctoral dissertation is required to sign an agreement that authorizes ProQuest to digitize and publish the abstract. Forms for this authorization are available online at

<http://www.il.proquest.com/dissertationagree/>

Click on the link and type in the following: Username = dissertations  
Password = publish

Then click on UMI Dissertation Publishing Paper Submission Agreement (PDF).

Pages 4 and 5 should be printed, signed, and submitted to the Graduate College. The Graduate College submits the forms to ProQuest for the student. Authors are permitted, however, to publish all or any part of the dissertation at any time by any method. Additionally, the student has the option to delay having the abstract published by ProQuest (e.g., waiting for a patent) for 6 months, 1 year or 2 years.

A copy of the dissertation must be submitted to the Graduate College to be sent to ProQuest. This copy may be on ordinary printer paper. In order to prevent copying of digital signatures, this copy of the dissertation should include *unsigned* copies of both title pages.

Masters and Specialist in Education students have the option of submitting their thesis to ProQuest for publication. Should they choose to do so, they must complete the necessary authorization form, pay the appropriate fee, and submit an extra copy of the thesis (on ordinary printer paper with an unsigned approval page) for the Graduate College to send to ProQuest. The forms for Master's theses are the same as for the doctoral dissertation as noted above; designate the type of manuscript on page 5 of the form.

All students who choose to publish their thesis with ProQuest also have the option of registering the copyright, with all fees paid by the student. Fees for ProQuest publishing and copyrighting will be applied to the student's U-Bill after the final copies of the thesis or dissertation are submitted to the Graduate College.

## COPYRIGHT AND REGISTRATION OF THE THESIS

Copyright is the legal protection of an author's intellectual property, whether literary, audiovisual, or any other creative work. Copyright privileges now vest immediately upon creating your work, without the requirement of notice or registration formalities. You should nevertheless include a copyright notice on your thesis as it signals to readers that you acknowledge your legal rights and that you are the copyright owner. It also indicates the year you first published the project. The notice must appear centered vertically and horizontally on the page and precedes all other pages. It is neither counted nor numbered. Typical copyright notices take this form:

Copyright by  
YOUR NAME IN CAPITAL LETTERS  
2012  
All Rights Reserved

Hint: Students are encouraged to include a copyright page on their thesis even if they do not register the copyright with the U.S. Copyright Office.

In order to establish a public record of a thesis and to prevent the unlawful reproduction, use, or distribution of the work, a student may elect to register a copyright with the U.S. Copyright Office. Students publishing the thesis or dissertation with ProQuest have the option of registering the copyright through ProQuest as well. The forms and instructions are available at <http://www.il.proquest.com/dissertationagree/>

Click on the link and type in the following: Username = dissertations

Password = publish

Page 6 of the publishing document should be printed, signed and submitted to the Graduate College for registration of copyright. A copyright registration fee must be paid by the student. Registration establishes a public record of the thesis or dissertation, the copyright, the author's name and address. Registration is required before the author can file an infringement lawsuit. Timely registration also bestows additional legal rights, particularly the ability to receive "statutory damages" and attorneys' fees in an infringement action. Registration must occur within three months after the date of first publication in order to make such claims.

Students are not required to obtain permission to use information that is in the public domain. However, appropriate acknowledgment must be made and written permission must be secured if resource materials fall outside the fair use doctrine. It is important to note that it may take several weeks or months to obtain permission to use copyrighted material in your thesis.

## **SURVEY OF EARNED DOCTORATES FORM**

Doctoral students graduating from the College of Education at the University of Northern Iowa must complete a Survey of Earned Doctorates form. The survey is conducted for the National Science Foundation, the U. S. Department of Education, the National Endowment for the Humanities, the National Institutes of Health, the U. S. Department of Agriculture, and the National Aeronautics and Space Administration. The data provides important information on decisions affecting graduate education. Forms and information are available from the Graduate College Office and are given to the student at the time of the preview. The form may also be downloaded from the National Research Center website:

<http://www.norc.org/Research/Projects/Pages/survey-of-earned-doctorates-%28sed%29.aspx>

Scroll down to the center of the page under Questionnaires and choose the appropriate one for your date of graduation. All pages should be printed and submitted to the Graduate College.

The Survey is not required of the Doctor of Technology graduates.

## **SUBMISSION GUIDELINES**

Deposit copies of the thesis must be made on approved thesis paper (see page 6 of this manual for specific guidelines) and must be produced by a permanent black-on-white process. In producing deposit copies of the thesis, the student's objectives should be legibility of print, readability of format, and uniformity of contrast between paper and print. Copies of the manuscript should be printed using a laser printer or photocopy machine. Any duplicating process that is used must produce a permanent, sharp, high-contrast, black image suitable for digitizing or microfilming. The pages should be checked to make certain that the copy produced is completely free of spots, lines, smudges, or other blemishes. The student is responsible for the quality of paper on which the copies are made. Do not bind, staple, hole-punch or fold the final copies of the manuscript. The Graduate College handles the binding of the deposit copies of the thesis after the end of each semester. Do check pagination. All pages in each copy must be in correct order and numbered correctly. Any document submitted with pages missing or with any submission forms missing, will not be read until all pages and/or forms have been submitted. Final approval of the thesis cannot be given until all required materials are submitted and reviewed by the Graduate College.

The Graduate College reserves the right to refuse any paper that does not meet the paper quality requirements, the standards of form established, or which is not suitable for binding and digitizing. The student is cautioned always to keep a hard copy of the thesis identical to the copy submitted to the Graduate

College. This will ensure exactness in making the proper revisions as recommended by the Graduate College.

Pages that have been inserted for correction purposes must be of the same intensity as the surrounding pages and reproduced on the same brand, type, and weight of paper as the first submission copies. The student is responsible for assuring that an acceptable copy is made.

The thesis in final form, including the abstract and the approval sheets signed by all members of the thesis committee, must be in the Graduate College Office no later than six weeks prior to commencement. At the time of submission to the Graduate College, the student must present the following:

#### THESIS (Master's and Specialist in Education)

1. Two deposit copies of the thesis and abstract on approved thesis paper. After receiving final approval, these copies will be bound and maintained by Rod Library at the University of Northern Iowa
2. One extra copy of the abstract and abstract title page on approved thesis paper (for Graduate College files)
3. *Minimum* of four copies of thesis approval page on approved thesis paper, each one originally signed by each committee member. The Graduate College keeps two copies, sends one to the student's departmental office, and returns all extras to the student for personal use.
4. Graduate College thesis submission form (available at <http://www.grad.uni.edu/thesis-dissertation/thesis-forms>)
5. University Record Sheet (available at <http://www.grad.uni.edu/thesis-dissertation/thesis-forms>)
6. Actual thesis draft read at time of preview (not required if preview was done by email)
7. ProQuest Publishing and Copyrighting Agreement (optional). See page 14 of this manual. Attach a regular-paper copy of abstract title page, abstract, and unsigned copy of thesis approval page to the form
8. One additional copy of the thesis and abstract on regular printer paper with unsigned copy of thesis approval page (for ProQuest publishing; optional)
9. Self-addressed label (provided at time of preview) for return of extra approval pages to student. If preview was completed by email, be sure to specify mailing address for the return of signed approval pages in lieu of a mailing label.
10. Six additional blank sheets of approved thesis paper (required for binding)

#### DISSERTATION (Doctoral)

1. Three deposit copies of the dissertation and abstract on approved thesis paper to be bound, with two copies to be maintained by Rod Library and one copy maintained by the Graduate College)
2. One additional deposit copy of the dissertation and abstract on regular printer paper with unsigned copies of title pages (for ProQuest publishing)
3. One additional copy of abstract on approved thesis paper (for Graduate College files)
4. One additional copy of abstract and unsigned title pages on regular printer paper (attach to ProQuest agreement form)
5. Five dissertation title pages on approved thesis paper with original signatures of all committee members (one of these will be sent to the student's departmental office when the dissertation has received final approval)
6. All abstract title pages on approved thesis paper with original signatures of committee members (After being signed by the Graduate Dean, four will be kept by the Graduate College, one will be sent to student's departmental office, and all extras will be returned to the student for personal use)
7. Graduate College dissertation submission form (provided at time of preview)
8. Dissertation Approval Form, with all required signatures (Graduate College Dean will sign when final approval is given by Graduate College.) Forms are available on Graduate College website: <http://www.grad.uni.edu/thesis-dissertation/thesis-forms>
9. Actual dissertation draft read at time of final preview (not required if previews were done by email)

10. ProQuest Publishing Agreement and optional Copyrighting Agreement (see page 14)
11. Survey of Earned Doctorates Form—College of Education students only (see page 14)
12. Self-addressed label (provided at time of preview) for return of extra abstract title pages to student  
If previews were completed by email, be sure to specify mailing address for the return of signed approval pages in lieu of a mailing label.
13. Nine blank sheets of approved thesis paper (required for binding)

Note: Doctoral students may submit as many additional signed abstract title pages to the Graduate College as needed for personal copies. All extras will be signed by the Graduate Dean and returned to the student when the dissertation has received final approval.

## **GRADUATE COLLEGE THESIS/DISSERTATION SUBMISSION FORM**

The Graduate College submission form is given to the student at the time of the preview and is also available at <http://www.grad.uni.edu/thesis-dissertation/thesis-forms>. It must be completed and returned at the time of final submission of the thesis or dissertation. The form contains the student's current address and is signed and dated by the Reviewer at the time of the final check.

## **UNIVERSITY RECORD SHEET**

(for Master's and Specialist in Education students)

The University Record Sheet is available at <http://www.grad.uni.edu/thesis-dissertation/thesis-forms> and must be completed by the student and submitted with the final submission of the thesis. It may be printed on ordinary printer paper. After final approval, the Graduate Dean will sign the Record Sheet and it will be sent to the Registrar's Office as notification of successful completion of the thesis requirement.

## **DISSERTATION APPROVAL FORM**

(for Doctoral students)

The Dissertation Approval Form for Doctoral students is available at <http://www.grad.uni.edu/thesis-dissertation/thesis-forms> and must be completed by the student, signed by the committee members, and submitted with final submission copies with all required signatures. It may be printed on ordinary printer paper. The Graduate Dean will sign after final approval of the dissertation, and copies will be sent to the Registrar's Office, dean's office, departmental office, and to the student.

## **FEES AND COSTS**

### **BINDING FEE**

The Graduate College requires a \$25 fee for binding the two deposit copies of the thesis or dissertation for the Library. The fee will be applied to the student's U-Bill upon submission of final copies of the thesis to the Graduate College. (For doctoral students, there is no charge for binding the third copy of the dissertation which is retained in the Graduate College.)

The student should check with their department's graduate secretary regarding their requirements and costs for printing and binding departmental copies.

To obtain personal bound copies visit the bindery's website <http://IowaRegents.thesisondemand.com>

### **PUBLISHING AND COPYRIGHT FEES**

For doctoral dissertations a fee is required to cover the cost of publishing by ProQuest. An additional fee is required if the student wishes to have the copyright registered. Publishing and copyrighting are optional for Master's theses. All fees are outlined at the time of the preview as fees are subject to change. These fees will be applied to the student's U-Bill upon submission of the dissertation.

## APPROVED STYLE MANUALS

The Graduate College maintains a list of style manuals approved by departments for use in writing theses at the University of Northern Iowa. Several departments have selected more than one style manual as the approved form. The student may wish to consult with his advisor as to the best style to follow for his particular study. **Only one approved manual may be followed.**

**Following is a listing of style manuals approved for use in writing theses at the University of Northern Iowa. Only one approved manual may be followed.**

American Institute of Physics. (1990). *Style Manual for Guidance in the Preparation of Papers for Journal* (4<sup>th</sup> ed.). New York: American Institute of Physics.

American Medical Association. (2007). *AMA Manual of Style* (10<sup>th</sup> ed.). New York: Oxford University Press.

American Psychological Association. (2009). *Publication Manual* (6<sup>th</sup> ed.). Washington, DC: American Psychological Association.

American Sociological Association. (2007). *American Sociological Association Style Guide* (3<sup>rd</sup> ed.). Washington, DC: American Sociological Association.

*Chicago Manual of Style* (15<sup>th</sup> ed.). (2003). Chicago: University of Chicago Press.

Coghill, Anne M., & Garson, Lorrin R. (Eds.). (2006). *The ACS Style Guide, Effective Communication of Scientific Information*, 3<sup>rd</sup> edition. Washington, DC: American Chemical Society.

Council of Biology Editors Inc. (1994). *Scientific Style and Format* (6<sup>th</sup> ed.). Cambridge, UK: Cambridge University Press.

Irvine, Demar, Pauly, Reinhard G., & Radice, Mark A. (1999). *Irvine's Writing About Music* (3<sup>rd</sup> ed.). Portland, OR: Amadeus Press.

Modern Language Association. (2009). *MLA Handbook for Writers of Research Papers* (7<sup>th</sup> ed.). New York: MLA.

Modern Language Association. (2008). *MLA Style Manual and Guide to Scholarly Publishing* (3<sup>rd</sup> ed.). New York: MLA.

Slade, Carole, Campbell, William, & Ballou, Stephen. (1997). *Form and Style* (10<sup>th</sup> ed.). Boston: Houghton Mifflin Company.

Turabian, Kate L. (2007). *A Manual for Writers of Research Papers, Theses, and Dissertations* (7<sup>th</sup> ed.). Chicago: University of Chicago Press.

## DEPARTMENT STYLE MANUALS

### College of Education

Curriculum and Instruction	APA
Educational Administration & Counseling	APA
Educational Psychology & Foundations	APA
Health, Physical Education & Leisure Services	APA
(Athletic Training students have the additional option of using AMA)	
Special Education	APA

### College of Humanities, Arts and Sciences

Art	MLA
Biology	CBE
Chemistry	ACS Style Guide
Communication Studies	APA; MLA
Communication Sciences and Disorders	APA
Computer Science	APA
English Language and Literature	APA; MLA
Environmental Science/Technology	Style practices of a principal journal in field of study
Mathematics	Slade, Campbell, & Ballou; Turabian
Mathematics Education	APA
Modern Languages	MLA
Music	APA; Irvine's; MLA; Turabian
Science Education	APA
Technology	APA
Women's and Gender Studies	Varies. Consult Advisor.

### College of Social and Behavioral Sciences

Applied Human Sciences	APA
Geography	APA
History	Turabian
Psychology	APA
Sociology, Anthropology, & Criminology	APA; ASA; Slade, Campbell, & Ballou
Women's and Gender Studies	Varies. Consult Advisor.

**APPENDIX**  
**SAMPLE PAGES**

**SAMPLE THESIS ABSTRACT TITLE PAGE**  
**MASTER'S & SPECIALIST'S DEGREES**  
(This page does not carry a page number)

TITLE OF THE THESIS ALL  
IN CAPITAL LETTERS

An Abstract of a Thesis  
Submitted  
in Partial Fulfillment  
of the Requirements for the Degree  
Master of Arts

Your Full Name

University of Northern Iowa

Month (May, July, or December) and year of graduation at which degree is conferred

Hint: In 2013 and 2014 the summer graduation date will be in August;  
use August on your title pages instead of July.

**SAMPLE THESIS TITLE PAGE  
MASTER'S AND SPECIALIST'S DEGREES**

(This page does not carry a page number)

TITLE OF THE THESIS ALL  
IN CAPITAL LETTERS

A Thesis

Submitted

in Partial Fulfillment

of the Requirements for the Degree

Master of Arts

Your Full Name

University of Northern Iowa

Month (May, July, **or** December) and year of graduation at which degree is conferred

**SAMPLE DISSERTATION ABSTRACT TITLE PAGE  
DOCTORAL DEGREES**

(This page does not carry a page number)

TITLE OF THE DISSERTATION ALL  
IN CAPITAL LETTERS

An Abstract of a Dissertation  
Submitted  
in Partial Fulfillment  
of the Requirements for the Degree  
Doctor of Technology or Doctor of Education

Approved:

---

Dr. (type name), Committee Chair

---

Dr. Michael J. Licari  
Dean of the Graduate College

Full Name of Student

University of Northern Iowa

Month (May, July, **or** December) and year of graduation at which degree is conferred

Hint: In 2013 and 2014 the summer graduation date will be in August;  
use August on your title pages instead of July.

**SAMPLE DISSERTATION TITLE PAGE  
DOCTORAL DEGREES**

(This page does not carry a page number)

TITLE OF THE DISSERTATION ALL  
IN CAPITAL LETTERS

A Dissertation

Submitted

in Partial Fulfillment

of the Requirements for the Degree

Doctor of Technology or Doctor of Education

Approved:

---

Dr. (type name), Chair

---

Dr. (type name), Co-Chair

---

Dr. (type name), Committee Member

---

Dr. (type name), Committee Member

---

Dr. (type name), Committee Member

Full Name of Student

University of Northern Iowa

Month (May, July, **or** December) and year of graduation at which degree is conferred

**SAMPLE THESIS APPROVAL PAGE**  
(To be typed by the student; do not include this heading)

This Study by:

Entitled:

has been approved as meeting the thesis requirement for the

Degree of

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. (type name), Chair, Thesis Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. (type name), Thesis Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. (type name), Thesis Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Michael J. Licari, Dean, Graduate College

Hint: For quick formatting of your approval page, try coping and pasting the body of this page into page ii of your thesis Word document. Remember to add your name, the title of your thesis, and your degree on the appropriate lines. Replace "(type name)" with each of your committee members' names under their signature line. If you are using a font other than Times Roman size 12 for your thesis, be sure to change the font of your approval page to match.

# SAMPLE TABLE OF CONTENTS

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## INSTRUCTIONS FOR FORMATTING DOT LEADERS

This is the format to follow for right justifying page numbers for Table of Contents. This also works for the List of Tables and the List of Figures.

Set left margin at 1.5 and right margin at 1.0.

Using Microsoft Word 2010 or 2007, click on Paragraph, and then Tabs (in the bottom left corner of the Paragraph dialog box)

In Word 2003, click on Format, then Paragraph, and then Tabs (in the bottom left corner of the Paragraph dialog box)

Type the tab settings as follows:

- .25 click on alignment left, leader none (1), set
- 0.5 click on alignment left, leader none (1), set
- .75 click on alignment left, leader none (1), set
- 6 click on alignment RIGHT, leader (2), okay

After typing the first chapter heading, click on “Tab” and the dots will go in automatically; after which you can type the page number. Repeat for the remainder of the headings.

Following the above format, this is what your Table of Contents will look like:

CHAPTER 1. CHAPTER TITLE .....	1
Major Heading .....	10
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**Notice the right justification of the page numbers. Typing a row of periods across the page will not result in a straight right margin!**

Hint: If you copy and paste the sample Table of Contents from page 26 of this manual into your Word document, you should be able to use it as a template to type in your own headings and page numbers.