

CHAPTER I
POLICIES AND PROCEDURES

Graduate School Policy

The Graduate School at the University of North Dakota requires a dissertation for doctoral degrees and a thesis for many master's degrees. The thesis and dissertation, which become permanent records of scholarly research, are placed in the Chester Fritz Library for public access. Dissertations are also available through UMI Dissertation Publishing, Proquest Information and Learning. Because these manuscripts are widely used by scholars and researchers, the Graduate School has established these guidelines to maintain consistency of format.

Thesis and dissertations must be prepared according to the *Style and Policy Manual for Theses and Dissertations* to be accepted by the Faculty Advisory Committee and the Dean of the Graduate School in partial fulfillment of the requirements for the masters and doctoral degrees at the University of North Dakota. Students are encouraged to consult the Graduate School on matters of format and have a format check of their thesis or dissertation prior to turning in a final copy. Copies turned in for format checks should be unbound.

These instructions take precedence in all matters of format, but students and their advisors are urged to refer to one of the leading style guides, such as *APA Style Guide*, *Turabian's A Manual for Writers of Term Papers, Theses, and Dissertations*, or to the

style of a leading journal or other publication in the discipline for guidance in those aspects left to their discretion. This manual is in the style approved by the Graduate School.

Responsibility of the Student and the Advisory Committee

The student is responsible for the preparation of the thesis or dissertation according to the format prescribed by these instructions and by the Faculty Advisory Committee, and within the timetable specified by the Graduate School. The student and advisory committee jointly are responsible for the scholarly style and usage in the thesis or dissertation.

In fulfillment of this responsibility, each member of a candidate's advisory committee must review and approve a preliminary draft of the thesis or dissertation. The committee's approval is verified by filing a Preliminary Approval form in the Graduate School. Go to www.und.edu/dept/grad/GSForms.html. The signed Preliminary Approval form is a signed contract with the student and a commitment that the members of the advisory committee will require no major changes of the content, organization, or style after the final copy of the thesis or dissertation has been prepared. A draft copy of the thesis or dissertation may be submitted to the Graduate School for a format check only after the Preliminary Approval form has been signed by the advisory committee.

The final copy of the thesis or dissertation is approved by the members of the advisory committee after a successful defense and then submitted to the Graduate School for the Graduate Dean's approval.

Timetable for Completion

Preliminary Approval

The student should submit the preliminary draft of the thesis or dissertation to the advisory committee at least eight weeks prior to graduation. The Preliminary Approval form will be sent to the committee chairperson about six weeks prior to graduation if the student has submitted the Application for Degree form to the Graduate School by the published deadline and if the student is eligible for graduation.

The Preliminary Approval form must be filed in the Graduate School by the student no later than the deadline specified in the Academic Calendar

The preliminary approval deadline is absolute, i.e., if the deadline is not met, the student will not receive the degree nor participate in commencement.

Final Copy

The final copy of the thesis or dissertation must be approved by the advisory committee and deposited in the Graduate School for the approval of the Dean by the deadline specified in the Academic Calendar, usually two weeks before graduation. A paper copy is required. Once the Dean has signed the final copy, it will not be released from the Graduate School.

Theses and dissertations previously approved are not models to follow. Errors may have been overlooked or exceptions to policies may have been allowed for reasons which may not apply in all cases.

CHAPTER II
THE MECHANICS

Print

A laser printed document or a photocopy of a laser printed document is required. The print must be letter quality with dark black characters that are consistently clear and dense. Dot matrix or ink jet print is not acceptable.

Paper

The paper must be at least 25 percent cotton and 20 pound weight, 8 ½ x 11 inch white bond paper with a visible watermark. The weight and color of the paper must be uniform throughout, the only exception being for full size photographs and the paper used for drawings.

Font

Any legible fonts except script, italics, or ornamental fonts are acceptable. The same font must be used throughout except for appendix material or legends on charts or illustrations. Bold face and italics is not allowed, except in cases where a style manual dictates. A font size of 10 or 12 is acceptable, although 12 point is preferred. Smaller fonts (8, 9, 10 point) may be used for some tables and appendix materials when necessary to accommodate the margins.

Page Numbering

Every page in the body of the text must be numbered sequentially from the first page of the text through the bibliography and appendices. Any materials preceding the body of the thesis, such as acknowledgments, dedication, abstract, table of contents, or list of figures, must be numbered with lowercase Roman numerals and must be arranged in that order after the copyright page (or title page if you do not include a copyright page). Numbers should appear centered, one inch from the bottom of each page.

Spacing

Double space throughout the preliminary pages and the text, excluding the body of the permission page and the approval page. Single space between the same line of a title in the table of contents, list of figures, and list of tables. Single space the subheadings within the text if they are more than one line. Double or single space the appendices depending upon the nature of the material included. Space the bibliography or list of references in accordance with one of the leading style guides or according to the style of a leading journal or other publication in the discipline. Sample references are included on page 51.

Margins

Throughout the text you must use a 1 ½" margin on the left side, a 1" margin on the right side, and a 1" margin on the bottom. You will use a 1" margin on the top of all pages except for the first page of each major section or chapter which requires a 2" margin. Margin requirements apply to all parts including figures, tables, illustrations, plates, and all materials in the appendices.

Block Quotations

Use a style guide to determine how block quotations are to be handled.

Consistency is essential. The Graduate School is happy to offer guidance.

CHAPTER III

THE FINAL COPY

The thesis or dissertation is a reflection of the student, the advisory committee, the department, and ultimately, the University of North Dakota. It is expected to be the product of neat and careful work.

The final copy, after approval by the advisory committee, is submitted to the Graduate School where it is inspected by the Graduate School staff to ensure compliance with all University instructions and standards. The corrections stipulated by the Graduate School and the Advisory Committee must be made on all copies. After corrections are made, the approval page of the final copy is signed by the Dean of the Graduate School.

Number of Copies

The student must prepare one copy on at least 25% cotton and at least 20lb weight, white paper to be turned in for final approval of the Graduate School. Many students have enough copies bound for all committee members. Check with your advisor and department to see what the expectations are in your department.

Publication of Theses or Dissertations

Theses and dissertations are microfilmed, bound, and catalogued in the Chester Fritz Library, where they are available to the public. In addition, doctoral dissertations are microfilmed by UMI Dissertation Publishing, and both microfilm copies and photographs can be ordered.

The abstracts of doctoral dissertations are published by UMI Dissertation Publishing, in *Dissertation Abstracts*, which is available in the Chester Fritz Library and most college libraries. Dissertations are also available online in *Digital Dissertations*, through the library's homepage at www.und.edu/dept/library/electronic/database.jep.

The University of North Dakota Graduate School publishes a list of the titles of theses and dissertations accepted during each calendar year. This annual list appears in the winter issue of the *North Dakota Quarterly*, copies of which are sent to regional college and university libraries.

UMI Dissertation Publishing

All dissertations accepted by the Graduate School must be microfilmed by UMI Dissertation Publishing in order that film copies or photocopies may be purchased by interested scholars. Doctoral degree candidates are required to sign an agreement with UMI Dissertation Publishing for these services. This microfilm agreement, together with a photocopy of the title page of the dissertation and a special copy of the abstract must be returned to the Graduate School with the final copy of the dissertation. The Graduate School will check to make sure the agreement has been completed.

National Opinion Research Center

Doctoral degree candidates are required to complete the Survey of Earned Doctorates conducted by the National Opinion Research Center. Check with the Graduate School office to find out how to complete this survey via the web.

Thesis Fee

The Graduate School will arrange for binding and microfilming the thesis which

is deposited in the Chester Fritz Library. The student will be charged for this service when the final copy of the thesis is submitted as part of the thesis fee.

Dissertation Fee

The Graduate School will arrange for binding and microfilming the dissertation at UND and for the microfilming and the publication of the abstract at UMI Dissertation Publishing. The student will be charged for this service when the final copy of the dissertation and the special copy of the abstract and title page, along with the agreement forms, are submitted to the Graduate School.

UMI Dissertation Publishing will also register a copyright for doctoral students. The government charges a copyright fee and requires two copies of the dissertation for copyrighting. The fee and the cost of obtaining the two film copies will be billed to the student by the Graduate School when the dissertation is submitted.

Sample Pages

The appendix in this manual has a number of sample pages designed to help you format your thesis or dissertation. First, written instructions are given stating how the page should be formatted. Next are examples, showing you how the page should appear.

All theses and dissertations must meet the format requirements of the UND Graduate School to be approved. The Graduate School encourages you to have a preliminary format check of your thesis or dissertation by the Graduate School staff before putting it on the high quality paper. The preliminary format check requires submission of a paper copy.

APPENDICES

The Title Page

Modern retrieval systems use the words in the title to locate your work and thus make it available to other scholars. Select a title that is brief, but descriptive and specific. Generally, using words such as “An Investigation into” or “A Study of”, is not recommended. The title should be a concise statement of the main topic. According to the 5th edition of the Manual of the American Psychological Association, the title “should identify the actual variables or theoretical issues under investigation and the relationship between them (p.11). A title should be self explanatory. Many sources recommend that dissertation titles be between 10 to 12 words. Abbreviations should be avoided in titles.

On this page you will need a 2" top margin. Center all of the text on the page and insert appropriate type of paper (A Thesis or A Dissertation) submitted to the . . . Insert appropriate degree and use month and year of your graduation. This page is counted but not numbered.

2" top margin

THE SKY AND THE PRAIRIE

by

Elizabeth V. Bertsch
Bachelor of Arts, Concordia College, 1992
(Insert appropriate degree, institution, and year of graduation)

A Thesis
(Insert appropriate type of paper)
Submitted to the Graduate Faculty

of the

University of North Dakota

in partial fulfillment of the requirements

for the degree of

Master of Arts
(Insert appropriate degree)

Grand Forks, North Dakota

May
2001

(Insert month and year of actual graduation - May, August, or December)

Blank Page

This page is optional and if you choose to insert one it is not counted or numbered.

Copyright Page

This page is optional and is counted and numbered. Copyright is the legal protection of intellectual property and begins at the moment the work is created. There is no requirement of notice or registration, however, if you wish to acknowledge your legal rights, you may place the following notice on the page following the title page.

Registration of the copyright is also optional. It establishes a public record of your thesis or dissertation, and at least for American publications, registration is required before you can file an infringement lawsuit. (Crews, Kenneth. (1996) Copyright Law and Graduate Research. Part v, pp 21-22.)

Works performed by students in pursuit of a degree, unless subject to other provisions in Sections III A, B, C, or D, of the Office of Research and Program Development Policies and Procedures Manual, or provided otherwise by written agreement, copyrightable works produced by students as a part of a University requirement for a degree are deemed to be the property of the student, subject to the following provisions: 1) The original records of an investigation for a graduate thesis or dissertation are the property of the University but may be retained by the student at the discretion of the student's major department; and 2) The University shall have, as a condition of the degree award, the royalty-free right to retain and use a limited number of copies of the thesis or dissertation, together with the right to require its publication for archival use.

To register a copyright, write to: Copyright Office, Library of Congress, Washington, DC 20559, Phone: (202) 707-5000 or Fax: (202) 287-9100. University Microfilms, International will register the copyright for dissertations.

Copyright 1996 Jane Doe

or

c 1996 Jane Doe

Approval Page

This is the page that the advisory committee signs after the successful defense of the thesis or dissertation, and the Dean of the Graduate School signs indicating acceptance of the document of partial fulfillment of the degree.

Photocopied signatures are not acceptable, and the paper used must be identical to that used in the rest of the thesis or dissertation.

On this page you will need a 2" top margin. Use lower case roman numerals centered on the bottom of the page. This will either be page ii or iii depending on whether you have a copyright page or not. Insert your appropriate degree, name, type of paper (thesis or dissertation), and enough lines for all of your committee members. Provide a line for the dean's signature and the date. Single space the text on this page.

This thesis, submitted by Elizabeth V. Bertsch in partial fulfillment of the requirements for the Degree of Master of Arts (**insert appropriate degree**) from the University of North Dakota, has been read by the Faculty Advisory Committee under whom the work has been done and is hereby approved.

Chairperson

This (**insert appropriate type of paper - thesis or dissertation**) meets the standards for appearance, conforms to the style and format requirements of the Graduate School of the University of North Dakota, and is hereby approved.

Dean of the Graduate School

Date

Permission Page

This page is the traditional means at the University of North Dakota to allow for reproduction of the document for scholarly purposes. The author's signature on this page must be the original.

On this page you will need a 2" top margin. Insert appropriate title, department, degree, and type of paper (thesis or dissertation). This page is numbered with lower case roman numerals on the bottom center. You must provide a signature and a date line. Single space the text on this page within the body of the text.

2" top margin

PERMISSION

Title The Sky and the Prairie

Department English

Degree Master of Arts

In presenting this **(insert appropriate type of paper - thesis or dissertation)** in partial fulfillment of the requirements for a graduate degree from the University of North Dakota, I agree that the library of this University shall make it freely available for inspection. I further agree that permission for extensive copying for scholarly purposes may be granted by the professor who supervised my **(insert appropriate type of paper - thesis or dissertation)** work or, in her absence, by the chairperson of the department or the dean of the Graduate School. It is understood that any copying or publication or other use of this **(insert appropriate type of paper - thesis or dissertation)** or part thereof for financial gain shall not be allowed without my written permission. It is also understood that due recognition shall be given to me and to the University of North Dakota in any scholarly use which may be made of any material in my **(insert appropriate type of paper - thesis or dissertation)**.

Signature _____

Date _____

Table of Contents

This page has a 2" top margin for the first page of the table of contents. If there are additional pages to the table of contents, a 1" top margin is needed on those pages.

If subdivisions of a chapter are listed for one chapter, they must be listed for all chapters. For example if you start listing the first level subheadings in chapter one, you need to list all first level subheadings for all chapters. If you choose to list second or third level subheadings, do so for all chapters.

You should capitalize all of the words except for the subheadings, which are in mixed case. Each new level of heading is indented one tab. This page is numbered with lower case roman numerals.

2" top margin

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List of Figures

This page will have a 2" top margin for the first page and a 1" top margin for all subsequent pages. You will need to list all figures including ones that appear in the appendices. The list of figures needs to match the exact caption as that in the text. Write the word "Figure" and "Page" below the words "List of Figures" to denote the figure number and page number. This page will also be numbered with lower case roman numerals. If the figure title is more than one line, single space between the lines of the same figure title.

2" top margin

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List of Tables

This page will have a 2" top margin for the first page and a 1" top margin for all subsequent pages. You will need to list all tables here including ones that appear in the appendices. The list of tables needs to match the exact caption as that in the text. Write the word "Table" and "Page" below the words "List of Tables" to denote the table number and page number. This page will also be numbered with lower case roman numerals. If the table title is more than one line, single space between the lines of the same table title.

2" top margin

LIST OF TABLES

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Acknowledgments

This page will have a 2" top margin and will be numbered with lower case roman numerals. This is an optional page which is counted and numbered.

2" top margin

ACKNOWLEDGMENTS

The editor expresses sincere appreciation to Staci Matheny, who, on her own, efficiently began preparing changes for this new guide in her usual cheerful manner.

Despite countless editing a final product finally occurred.

Dedication Page

This page is optional and the dedication will be centered vertically and horizontally on the page. This page will not be counted or numbered.

To Norton Kinghorn

Abstract

This page has a 2" top margin. If the abstract is more than one page, all subsequent page numbers will have a 1" top margin. This page will be numbered with lower case roman numerals.

2" top margin

ABSTRACT

The abstract should be a succinct summary of the thesis in three parts: a presentation of the problem, account of the research and methods used, and the conclusions of the research. It must be limited to two pages for theses and 350 words for dissertations. The latter is a maximum of 2,450 typewritten characters. In an average abstract, there will be about 70 characters per line with a maximum of 35 lines.

Doctoral students must submit an additional copy of the abstract in a special format (described in this manual on page 32) which will be published by UMI Dissertation Publishing.

Special Abstract

This page is submitted by doctoral students only. The special abstract is not included in the text. It will have a 2" top margin for the first page and all subsequent pages will have a 1" top margin. The special abstract will be numbered with arabic numbers at the bottom center of the page. It is verbatim to that of the abstract in the preliminary pages of the dissertation and should not exceed 350 words (2,450 characters).

2" top margin

THE SKY AND THE PRAIRIE

Elizabeth V. Bertsch, Ph.D.

The University of North Dakota, 2001

Faculty Advisor: Professor Teresa McCormick-Larson

The text of this special abstract which will be published by UMI Dissertation Publishing in Ann Arbor, Michigan, is verbatim to that of the abstract in the preliminaries of the dissertation and should not exceed 350 words (2,450 characters). The special abstract is not included in the text.

Chapters and Subheadings

The first page of all new chapters will have a 2" top margin and all subsequent pages will have a 1" top margin. Single space chapter titles if they are longer than one line. The page numbers are to be at the bottom center of the page.

The text must be divided into chapters or sections appropriate for the topic or field. The chapter heading and title are in all capital letters and centered on the page. Indent all new paragraphs the standard one-half inch. Use the tab key.

Type subheadings in mixed case and maintain a consistent position and style throughout the thesis or dissertation. Single space chapter titles if they are longer than one line. The Graduate School recommends using the style and format on the following page which is in accordance with the 5th edition of the *APA Style Manual*.

Do not begin subheadings on a new page unless there is a natural break. Text should be continuous. Partially filled pages of text are unacceptable.

Print the text so that each page is filled from the top margin to the bottom, adjusting the latter when necessary to avoid "widows" (first line of a new paragraph at the bottom of page) and "orphans" (last line of a paragraph at the top of page).

2" top margin

CHAPTER I

INTRODUCTION

The First Level Subheading

The first level subheading is centered with the first letters of principal words capitalized.

The Second Level Subheading

This level is centered and italicized. First letters of principal words are capitalized.

Third Level Subheading

This level is left justified and italicized. The first letters of principal words are capitalized.

Indented paragraph heading. This level of heading is indented, italicized, in lower case and followed by periods. Begin the text on the same line.

Figures

Each figure must be numbered and have a description (often a legend in the form of an explanation). Figures are numbered consecutively in the order in which they are first mentioned in the text. Place the figure number and description below the figure unless there is not enough space to meet the margin requirements, in which case a facing page may be used. For example, if the name of the figure is, “State of Alaska” below the figure write: Figure 1. State of Alaska.

If a facing page is needed follow the instructions below under, “Facing Page Caption.” Figures should appear as close to possible to the part of the text relating to them. They should be included in a way that avoids leaving large blank spaces in the text.

Figures too Wide for Margins

Use horizontal (landscape) printing. Place the top of the figure along the left margin (binding edge). Place the page number in the usual position at the bottom, centered one inch from the edge of the paper.

Facing Page Caption

Some figures fit within margin requirements but leave no room for the caption. For such figures, create a facing page. The figure appears on the right-hand page, and the caption on the facing page appears to its left. Margins on the facing page are reversed, to allow for the binding. In the table of contents, reference the facing page. Both pages may have the page number on the bottom. If for some reason there cannot be a page number on the figure, count the page but don't number it.

Figure too Long for one Page

Continue the figure onto the next page, using the usual margins and insert “Figure # cont.” at the top of each succeeding page until the figure is completed. Also, the figure labels or headings must carry over to the continued pages.

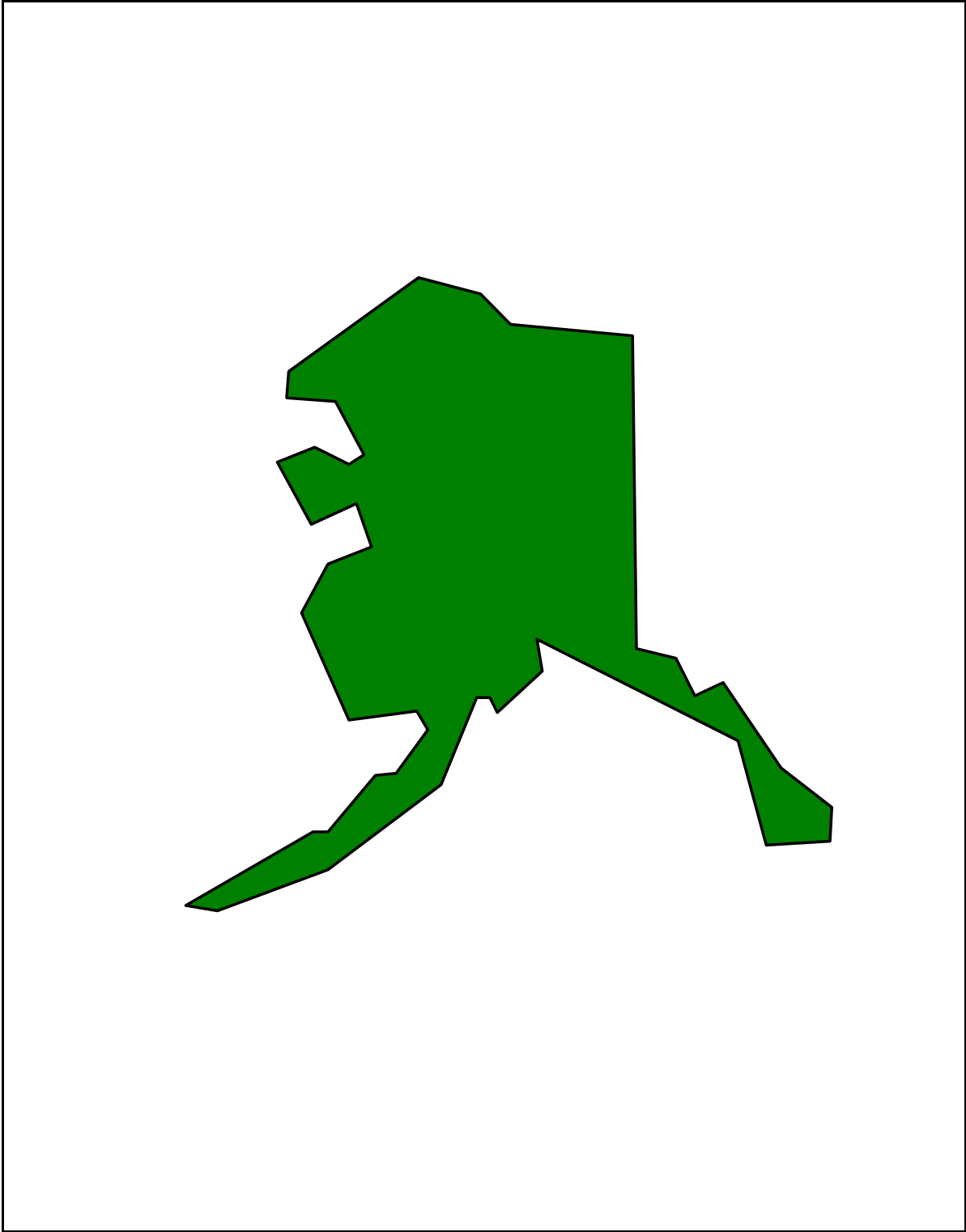


Figure 1. State of Alaska.

Tables

A consistent format is necessary for all tables. Tables are numbered consecutively in the order in which they are mentioned in the text. Place table numbers and titles at the top of the table. For example, if the title of the table is, "Habitat Types" write:

Table 1. Habitat Types.

Use the same font that you use in the text and adhere to the margin requirements. Place each table as close to its text reference as possible. Insert a closure line at the end of the table to indicate that the table is complete.

Tables too Wide for Margins

Use horizontal (landscape) printing. Place the top of the table on the left side (binding side) of the page with the title appearing along the left margin. Place the page number in the usual position, centered at the bottom of the page, 1" from the margin.

Table too Long for one Page

Continue the table onto the next page, using the usual margins and insert "Table # cont." at the top of each succeeding page until the table is completed. Also, the table labels or headings must carry over to the continued pages.

Oversized Table

Reduce the size of the table, either xerographically or by using a smaller font. Page numbers must be the same size and the same font as the rest of the text. Reduce only the table itself.

Table 4. Habitat Types, Availability (avail) of Habitats, Seasonal Use (% Loc) by Cow Elk, and Habitat Selection on the Badlands Unit.

Habitat	Summer (n=272)			Fall (n=222)	
	% Avail	% Loc	Habitat Selection	% Loc	Habitat Selection
Grass	30	8	-	6	-
Nonveg	10	0	-	0	-
Agriculture	5	1	-	13	+
Oak/Ash	18	78	-	36	+
Cottonwood	2	0	+	35	+
deciduous Juniper/shrub	4	4		0	-
Grass/ deciduous	12	5	-	.9	
Grass/shrub	12	0	-	1	-
Grass/nonveg/ shrub	6	3		0	-

Avail = Approximately 450 square km available
Habitat used more than available (+); less than available (-)
Z-score, P less than 0.01

Example of a Table Between Paragraphs

True, all waveforms have different amounts of energy over the same frequency range but the difference is proportional throughout all frequencies of the spectrum as should have been suspected. Although the results do not refute a possible resonant effect, they do nothing to support that claim.

Table 2. Main Components for Various Repetition Rates.

Component magnitudes versus frequency for various repetition rates				
Frequency (kHz)	5Hz	11Hz	15Hz	20Hz
4.4	0.050	0.110	0.148	0.200
8.8	0.048	0.105	0.148	0.185
132	0.043	0.095	0.1632	0.175
17.6	0.09	0.058	0.132	0.159
22.0	0.064	0.085	0.119	0.135
26.4	0.028	0.062	0.085	0.112
30.2	0.056	0.061	0.085	0.119
32.5	0.089	0.094	0.087	0.265
34.5	0.089	0.098	0.085	0.494

Also, a Fourier transform of an approximation of the single pulse of Figure 4 was done using a hand-held calculator. The approximation of the waveform used to find the transform is displayed in Figure 11 and the negative portion is enlarged (time scale) in Figure 12. It is pointed out that the approximate waveform contained more energy at the higher frequencies than the actual waveform. This point is supported by noting the abrupt edges of the approximation versus the actual waveform (Figure 18) at the maximum point of the negative portion of the pulse as well as at the zero crossing. Also, an examination of a lowpass (LP) filter output of the negative portion of the waveform (Figure 17) shows that the lower cut off frequency smooths the time.

Example of a Table Reduced to Fit Margins

A medium effect was demonstrated between self-esteem general and self-esteem academic (.5051), self-esteem sports and self-esteem general (.5418), self-esteem academic (.5051), self-esteem general (.6418), and self-esteem body image and self-esteem general (.6653). A large effect size was not demonstrated in this matrix (see Table 3).

Table 3. Calculation of Pearson r Correlation Coefficient Between Dependent and Independent Variables (N = 13.373, two tailed).

Variables	Self-Esteem Academic 1	Self-Esteem General 2	Self-Esteem Peer 3	Self-Esteem Esteem Body Image 4	Self- Sports 5
SE Academic	1.0000				0.88511
SE General	0.5054**	0.48484			0.55982
SE Peer	0.3854**	0.18418	0.48188	0.48414	0.25561
SE Body Image	0.3854**	0.1515	0.41649	0.47117	0.5526
SE Sports	0.5626	100451	0.181848		
Grades	0.150484	0.1815		0.5884	
SES	0.60445			0.5581	
Race	0.548541		0.181981	0.5871	
Gender	0.2654	15420		0.4998	
Mother's Education	0.15415	0.1515	0.54891		0.47912
Father's Education	0.15415	0.58948	0.1818		0.55892
Parents' Living Arrangements	0.4848	0.48481	0.158156	0.1478	
Days Alone	0.18450	0.08161	0.18516	0.2596	
Hours Alone	0.18181	0.18515	0.181515		
	0.15151		0.1414		

Appendices

This page is counted but not numbered. The word appendices may be centered horizontally and vertically on the page. If the appendix is only one page, it is counted and numbered at the bottom and the word "APPENDIX" is capitalized and centered at the top of the page with a 1" margin. If there is more than one appendix, each must carry a generic heading as well as a descriptive heading. These will be centered at the top of the page with a 2" top margin after this page.

APPENDICES

Appendix A
Consent Form

References

The word “References,” “Bibliography,” or a similar word or phrase begins 2" from the top. All subsequent pages will begin 1" from the top. The reference must follow a consistent style, either one required by your department or the style guide of your choice.

A bibliography is an extensive list of works related to your subject, and it includes the specific citations for information noted in your thesis or dissertation. It is common to use “References Cited” which includes only the citations in the text or appendices. Consult your advisor regarding the bibliographic style the department prefers, or refer to one of the leading style guides.

Internal Citations

The source(s) of information you use to support your argument(s) and conclusion(s) must be documented in the text. You may use a style guide prescribed by your department or one of the following major style guides: *The Publication Manual of the American Psychological Association*; *Kate Turabian’s, A Manual for Writers of Term Papers, Theses and Dissertations*; or *The MLA Handbook for Writers of Research Papers*.

Copyrighted Materials

You do not need permission to use works in the public domain, i.e., works on which a copyright has never existed or has expired, however, you must acknowledge such works. If you reproduce copyrighted works, you must not only acknowledge the source, but you must have written permission to use the work unless the use falls within the doctrine of “fair use.” “Fair use” is determined by the following factors: the purpose and character of the

use, i.e., for educational or scholarly purposes, the nature of the copyrighted work, the amount or portion used in relation to the work as a whole, and the effect of the use upon the value of the copyrighted work.

If you quote extensively or if you borrow an entire creation such as a photograph, table, cartoon, or a testing scale, you must secure written permission. You may be asked for the letter of permission by the Graduate School. The University will not be held liable for violation of copyright.

References cited in the text must appear in the reference list and each entry in the reference list must be cited in the text. A sample list of typical references is given in this manual in the style of the *Publication Manual of the American Psychological Association*. You will need to select a style guide and follow it consistently.

REFERENCES

Students and their advisors are urged to refer to a leading style guide. Use a consistent style for all references. The references below follow the style of the 5th edition of the Publication Manual of the American Psychological Association. They have been separated by publication type.

References to periodicals:

Mellers, B.A. (2000). Choice and the relative pleasure of consequences. *Psychological Bulletin*, 126, 910-924.

Journal article in press:

Zuckerman, M., & Kieffer, S. C. (in press). Race differences in face-ism: Does facial prominence imply dominance? *Journal of Personality and Social Psychology*.

Monograph with issue number and serial (or whole) number:

Harris, P. L., & Kavanaugh, R. D. (1993). Young children's understanding of pretense. *Monographs of the Society for Research in Child Development*, 58 (1, Serial No. 231).

Periodicals published annually:

Fiske, S. T. (1993). Social cognition and social perception. *Annual Review of Psychology*, 44, 155-194.

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Chou, L., McClintock, R., Moretti, F., & Nix, D. H. (1993). Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures. Retrieved August 24, 2000, from Columbia University, Institute for Learning Technologies Web site:
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