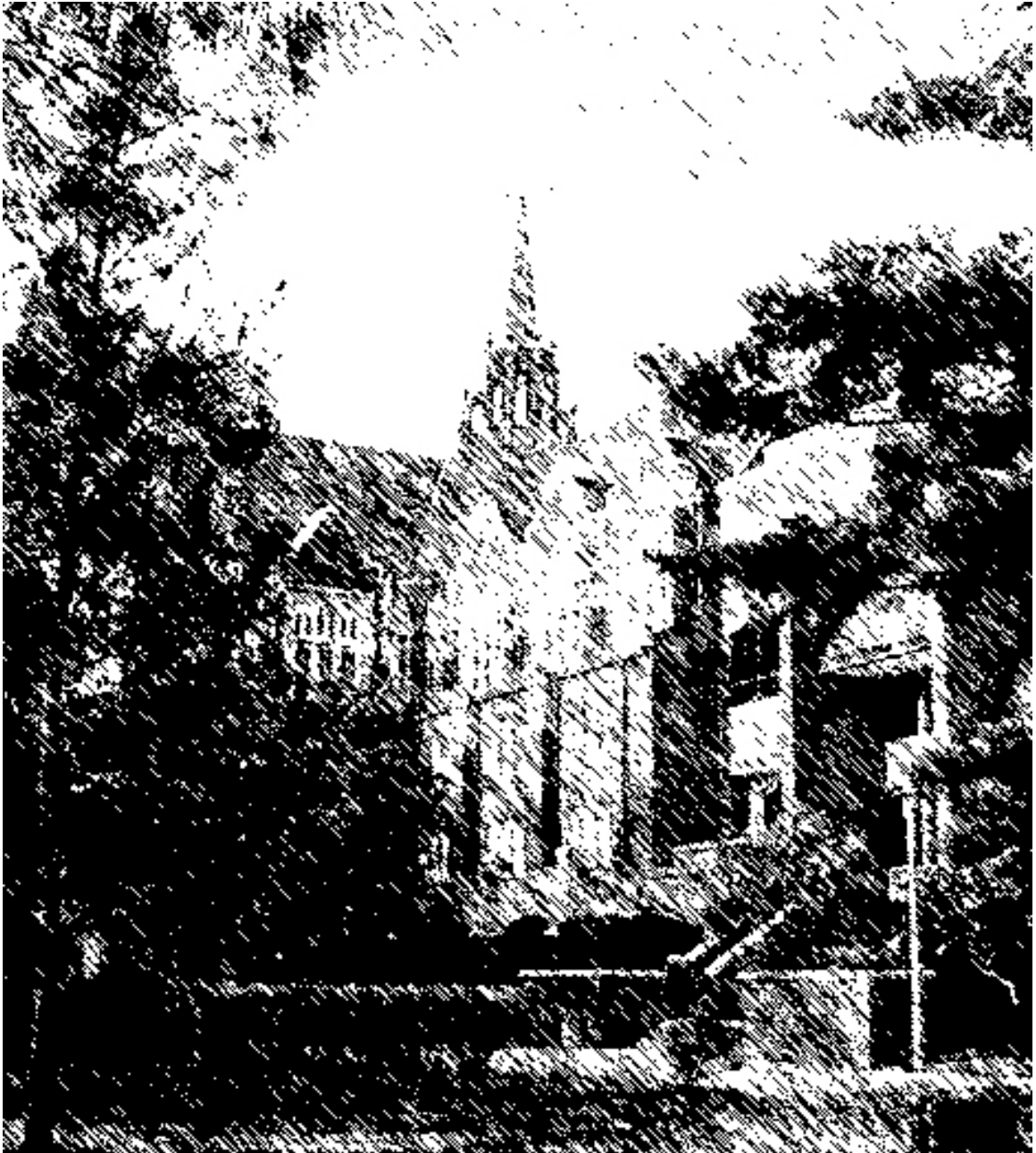


Guide for Preparing Theses and Dissertations

The Graduate School

Revised 2002



DISSERTATION/THESIS CHECKLISTS

The following checklists are provided to help you organize the first and final submissions of your thesis or dissertation to the Graduate School. Details of requirements are in the *Guide for Preparing Theses and Dissertations*; current deadlines may be found in the *Graduate Catalog* or *Deadlines* published each semester (yellow sheet).

Doctoral Candidates

	Deadline
<input type="checkbox"/> Apply for degree, S222 Criser	_____
<input type="checkbox"/> First submission (5 working days in advance of defense), Editorial Office, 160 Grinter	_____
<input type="checkbox"/> Dissertation in final form, in letter-size expanding envelope with label	
<input type="checkbox"/> Letter of transmittal	
<input type="checkbox"/> Two additional copies of title page	
<input type="checkbox"/> Library processing fee (\$12.80) receipt, from S113 Criser	
<input type="checkbox"/> Microfilm fee (\$55.00) receipt, from S113 Criser	
<input type="checkbox"/> Doctoral forms	
<input type="checkbox"/> Doctoral Dissertation Agreement (UMI)	
<input type="checkbox"/> Survey of Earned Doctorates	
<input type="checkbox"/> Publication of Doctoral Dissertation	
<input type="checkbox"/> UF Survey for Doctoral Students	
<input type="checkbox"/> General audience abstract (1 plain paper copy)	
<input type="checkbox"/> Students in College of Education only : memo from college Graduate Studies Office	
<input type="checkbox"/> Students registering copyright: cashier's or certified check or money order	
<input type="checkbox"/> Final submission to Graduate School Editorial Office, 160 Grinter	_____
<input type="checkbox"/> Original (not photocopied) dissertation on 100%-cotton bond in expanding envelope, with fully signed signature page	
<input type="checkbox"/> Correction sheet provided with editorial review	
<input type="checkbox"/> Five extra copies of corrected academic abstract on 100%-cotton bond, no page numbers	
<input type="checkbox"/> Extra copy of the Biographical Sketch and title page	
<input type="checkbox"/> Original Final Examination Report, fully signed	
<input type="checkbox"/> College copy (photocopy or original on 100%-cotton bond in expanding envelope) (see <i>Guide for Preparing Theses and Dissertations</i> , Chapter 2)	

NOTE: a copy of the signed signature page on 100% cotton bond must be in the college copy

Master's Candidates

	Deadline
<input type="checkbox"/> Apply for degree, S222 Criser	_____
<input type="checkbox"/> Have signature page checked in the Editorial Office before defense	
<input type="checkbox"/> First submission of <i>defended</i> thesis to the Editorial Office, 160 Grinter	_____
<input type="checkbox"/> Thesis in final form, including signature page signed by committee, in letter-size expanding envelope with label	
<input type="checkbox"/> Library processing fee (\$12.80) receipt, from S113 Criser	
<input type="checkbox"/> 'Profile of Position After Graduation' form	
<input type="checkbox"/> General audience abstract (1 plain paper copy)	
<input type="checkbox"/> Original Final Examination Report, fully signed (may be sent by department)	
<input type="checkbox"/> Students in College of Education only : memo from college Graduate Studies Office	
<input type="checkbox"/> Final submission to Graduate School Editorial Office, 160 Grinter	_____
<input type="checkbox"/> Original (not photocopied) thesis on 100%-cotton bond in expanding envelope, with fully signed signature pages	
<input type="checkbox"/> Four extra copies of academic abstract on 100%-cotton bond, no page numbers	
<input type="checkbox"/> Extra copy of Biographical Sketch and title page	
<input type="checkbox"/> College copy (photocopy or original on 100%-cotton bond in expanding envelope) (see <i>Guide for Preparing Theses and Dissertations</i> , Chapter 2)	

NOTE: a copy of the signed signature page on 100% cotton bond must be in the college copy

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CHAPTER 1 GENERAL INFORMATION

Introduction

This manual is issued by the Graduate School to help candidates put their theses or dissertations in proper format as finished works and to organize final semester requirements. Please read the material carefully and remember that all theses and dissertations must be approved by the Graduate School and by the student's supervisory committee.

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

The Graduate School issues Deadlines for each term. The dates and instructions therein supersede those listed in the Graduate Catalog calendar. Copies of Deadlines and thesis-related forms and materials are available in the Editorial Office. These deadlines are firm.

Responsibilities of the Supervisory Chair and Committee

The chair of the candidate's supervisory committee is basically responsible for the level of scholarship exhibited in the thesis or dissertation. The candidate must demonstrate a high level of professional competence, and only the supervisory committee can give the candidate the guidance and instruction necessary to achieve this goal.

It is the responsibility of the chair and the committee to ascertain that the candidate's thesis or dissertation is written in acceptable English, in an appropriate scholarly style, and that it is carefully proofed before submission to the Graduate School. If the student is from the Department of Romance Languages and Literatures or Germanic and Slavic Studies and the major subject is another language or its literature, the committee may approve writing the thesis or dissertation in the major language. A foreign language dissertation or thesis should have the Acknowledgments, Abstract, and Biographical Sketch written in English. The headings—Table of Contents, List of Tables, List of Figures, References (Bibliography, Literature Cited)—also should be in English.

The responsibility for acceptable style rests primarily with the chair and the supervisory committee. At the candidate's final examination, all members certify on the line above their names on the signature page that they have read the final version of the manuscript and found it acceptable in scope and quality. The Report of Thesis or Dissertation and/or Final Examination form should be signed at the same time, and performance on the thesis or dissertation and examination should be indicated in the paragraph above the signatures.

The chair of the supervisory committee also must furnish a letter of transmittal, addressed to the Dean of the Graduate School, to accompany the original copy of the dissertation when it is first submitted to the Graduate School. This letter should state that the dissertation is in acceptable, final form and is ready for the Graduate School review.

The Graduate School

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

The Editorial Office of the Graduate School

The Editorial Office offers a typist referral service and limited editorial aid to thesis and dissertation candidates. This office gladly advises on format, style, documentation and bibliographic problems, illustrations, copyright, and reproduction of manuscripts.

The Editorial Office certifies to the Dean and to the University Libraries that each manuscript meets the standards of archival permanence and of readiness for hardbinding. Regulations for the format of theses and dissertations are designed to help candidates meet these standards.

Master's abstracts and theses are examined by the Editorial Office for correctness of format as detailed in this Guide. Content, methods of scholarship, and general style are not examined. These are the responsibility of the candidates and their committees.

Dissertations are examined twice by the Editorial Office. At first submission, before the defense, each dissertation is scanned for errors in format and for types of errors or inconsistencies in the candidate's chosen editorial style. The candidate should correct errors in format, and in the preliminary and back pages, to meet standard requirements. The Editorial Office recommends corrections to the main text for use in perfecting the manuscript. At final submission, only the final format and corrections are examined.

CHAPTER 2 FINAL TERM PROCEDURES

All Candidates

Registration

Minimum registration for a student not on an assistantship is 3 credit hours for fall and spring terms and 2 credit hours for summer term. All thesis and doctoral degree candidates must be registered for at least the minimum number of credits in 6971 or 7980 during the term the final examination is given and the term the degree is conferred.

Degree Application

By approximately the second week of the final term (see the Deadlines for exact date) all candidates must apply at the Registrar's Office (S222 CRI) for a degree to be awarded at the end of that term. This application may be made on the Audit Information Sheet filed with registration; care must be taken to cite the correct degree, year, and term.

This application must be renewed by the candidate during each term that graduation is expected. Candidates who do not meet this deadline will not be permitted to graduate during that term. The Registrar's Office must be informed if any candidate wishes to remove his or her name from the graduation list. Candidates not planning to attend commencement should notify the Registrar's Office as to where their diplomas should be mailed.

Requirements for Graduation

It is essential that all candidates check with the Records Office (106 Grinter) to be sure that all requirements for graduation are met by the end of the final term. Petitions relating to degree requirements and transfer of credit should be submitted to the Graduate School no later than the last day of classes in the term preceding the one in which the candidate is to receive the degree. Consult the Deadlines for the exact date.

Fee Receipt

All candidates for a degree with thesis or dissertation must pay a \$12.80 library processing fee at University Financial Services, S113 CRI, and must deliver a copy of the receipt to the Editorial Office with the thesis or dissertation. Candidates for whom grant funds will pay the library fee must make sure that the Editorial Office receives an interdepartmental invoice showing the transfer.

This fee covers the cost of binding the two copies of the thesis required for permanent deposit in the University Libraries—or for an electronic thesis or dissertation (ETD) it covers library costs for storage and equipment. If graduation is postponed, the fee receipt is held in the Editorial Office until the degree is awarded.

Preparation for Final Examination

Every candidate should find out the department, college, and Graduate School deadlines for submitting the manuscript. The final examination should be scheduled early enough to allow the candidate time to make copies and to make corrections in the original and college copies in order

to meet final submission deadlines. At least 10 working days before the final examination, a notice of the place, time, and date of the final defense should be sent to the graduate coordinator's office. An abstract should be included for all doctoral candidates.

Attendance at the Examination

Master's. All members of the supervisory committee must be present at the final examination. The supervisory committee for a master's thesis must be composed of at least two Graduate Faculty members.

Doctoral. All members of the supervisory committee must be present at the final defense. A doctoral committee must be composed of at least four Graduate Faculty members—two (the chair and one other) must be from the student's major department and one, designated the outside member, must be from another educational discipline and have no affiliation with the major department.

Both master's and doctoral. Each member of the committee signs the signature page, and for the doctoral degree everyone attending the defense signs the Report of Thesis or Dissertation and/or Final Examination form.

Signature and Delivery of Copies

Candidates in Business Administration and Liberal Arts and Sciences. After the defense, obtain the signatures of the department chair and the college dean on the final exam form. The college dean does not sign the signature page. Deliver the corrected college copy of the manuscript to 7 SMA (Library East) and bring the fully signed original manuscript and final exam form to the Editorial Office no later than 5:00 PM of the stipulated final submission date. Candidates in Chemistry should leave the college copy with their graduate coordinator for later delivery to the Library binder.

Candidates in Medicine. After the defense, obtain the signatures of the college dean and department chair on the final exam form. Have the college dean sign the corrected original and college copies of the manuscript. Bring both copies to the Editorial Office no later than 5:00 PM of the stipulated final submission date to obtain the Graduate Dean's signature on the college copy. Leave the fully signed original manuscript and the original final exam form in the Editorial Office and deliver the fully signed college copy to the Health Center Library circulation desk.

Candidates in all other colleges. After the defense, obtain the signatures of the department chair and college dean on the final exam form. Have the college dean sign the original copy of the signature page. Bring the fully signed original manuscript and the original final exam form to the Editorial Office no later than 5:00 PM of the stipulated final submission date. Candidates in Agricultural and Life Sciences, Dentistry, Education, Engineering, Health Professions, Journalism and Communications, Natural Resources and Environment, Pharmacy, and Veterinary Medicine leave the corrected college copy of the manuscript in the college dean's office. Candidates in Nursing leave the corrected college copy with the graduate coordinator's secretary. Candidates in Design, Construction, and Planning; Fine Arts; and Health and Human Performance should deliver the corrected college copy of the manuscript directly to 7 SMA (Library East) no later than 5:00 PM of the posted final submission date.

Master's Candidates

Supervisory Committee

All students pursuing a graduate degree should submit the Supervisory Committee form as early as possible—no later than the end of the second semester or at the completion of 12 credit hours, whichever is later.

First Submission of Defended Master's Thesis

The thesis is submitted to the Editorial Office around the 12th week of classes (consult the Deadlines for exact date; summer term deadlines are earlier). The thesis must be defended, signed by the committee, and in final form before submission. In unusual circumstances, a short extension of time may be granted; the chair of the committee may request the extension by calling the Editorial Office on the day of the deadline (392-1282).

After the defense and no later than the date specified in the Deadlines, master's candidates must submit the following materials to the Editorial Office in 160 Grinter Hall:

1. The original thesis (not a photocopy), signed by the committee, inserted in the specified expanding letter-sized fiber envelope, which has been labeled on the upper-front left hand corner of the envelope flap with name, degree, major department, month and year of graduation, and e-mail address or telephone number. Students who plan to submit an ETD for final submission must submit a paper copy for review and the submission form signed by the student and committee plus Items 2 through 5 below. Performance or project option students in Fine Arts must submit 3 copies of their PO summaries printed on 100%-cotton bond paper and Item 4 below.
2. Signed Final Examination form (original only).
3. Receipt from University Financial Services (S113 CRI, 8:30 AM to 3:30 PM) for \$12.80 library processing fee.
4. Profile of Position after Graduation (available in the Editorial Office, 160 Grinter Hall).
5. General audience abstract, on plain paper. The general audience abstract should communicate in clear and effective, nonspecialized language the contributions of the work to the state of Florida, the nation, society in general, and/or the discipline.
Note: This abstract does not replace the academic abstract that appears in the thesis.
6. Students should wait until after the thesis has been reviewed before making the library or college copy.

The Editorial Office examines all master's theses for correct pagination and copy sequence; bibliographic format; correct citation of degree, major department, and date of graduation; and satisfactory margins, paper stock, and method of corrections. Students are advised to have their signature pages checked by the Editorial Office at least one week before the defense because frequently these are found to be in error.

Final Submission of Master's Thesis (Including Electronic Thesis Submission)

Final submission of the thesis usually coincides with the first day of exam week. After all corrections have been made, if paper is used the original and college copies should be checked for correct pagination and paper stock. The entire thesis must be printed on 20- or 24-pound, 100%-cotton bond; the college copy may be photocopied but it also must be on 20- or 24-pound, 100%-cotton bond. All pages must be properly numbered and in order. Both the Graduate School

and college copies should be placed in the specified expanding letter-sized fiber envelope, which has been labeled on the upper-front left-hand corner of the envelope flap with name, degree, major department, month and year of graduation, and e-mail address or telephone number. The college copy should be taken to the designated office (see Signature and Delivery of Copies for directions for specific colleges). It must include a copy of the signature page. Bring the original copy, after it has been signed (if required) by the college dean, to the Editorial Office in 160 Grinter Hall.

Students submitting electronic theses must submit the final PDF version of the thesis and the fully signed ETD submission form, which substitutes for the traditional signature pages, and the items listed below. Electronic links and corrections will have been checked during the previous week by the Editorial Office.

Four additional copies of the academic abstract (2-page limit.) separate and without page numbers, printed on 20- or 24-pound, 100%-cotton bond, also are required at final submission to the Graduate School Editorial Office. See sample abstract in Appendix C for format. Also submit one copy each of the title page and the Biographical Sketch (these are for record-keeping purposes and need not be on bond; the Biographical Sketch may retain the page number).

After final submission, all theses are given to the Dean of the Graduate School to approve and sign before delivery to the Library binder.

Doctoral Candidates

First Submission of Dissertation

The first submission of the dissertation is usually scheduled for Monday of the 8th week of classes of the fall and spring terms. Deadlines for summer term are somewhat earlier. Consult the Deadlines for specific dates. In extremely unusual circumstances, a short extension may be granted. Only the chair may request the extension, by calling the Editorial office on the specified first submission date.

At least five working days in advance of the defense and no later than the date specified in the Deadlines, doctoral candidates must submit the following materials to the Editorial Office in 160 Grinter Hall:

1. The original (not a photocopy) dissertation and the unsigned signature pages, inserted in the specified expanding letter-sized fiber envelope, which has been labeled on the upper-front left-hand corner of the envelope flap with name, degree, major department, month and year of graduation, and e-mail address or telephone number. All students including those who plan on electronic final submission must submit a paper copy for review plus Items 2 through 6 below.
2. A letter of transmittal from the supervisory chair to the Dean of the Graduate School stating, "I have read the dissertation. It is in acceptable, final form and is ready for the Graduate School to review."
3. Two additional copies of the title page. They need not be on thesis paper.
4. Receipts from University Financial Services (S113 CRI, 8:30 AM to 3:30 PM) for \$55 microfilming fee and \$12.80 library processing fee.
5. All doctoral forms (available in the Editorial Office, room 160 Grinter) completely filled out and signed as indicated.
 - a. Signed yellow publication form.

- b. Survey for Doctoral Students.
 - c. Doctoral Dissertation Agreement form. If copyright registration is desired, also sign the authorization of copyright line and submit a certified or cashier's check or money order for \$45 made payable to Bell & Howell.
 - d. Survey of Earned Doctorates.
6. General audience abstract, on plain paper, communicates in clear and effective, nonspecialized language the contributions of the work to the state of Florida, the nation, society in general, and/or the discipline. Note: This abstract does not replace the academic abstract that appears in the thesis. (Format top of page as shown on General Audience Abstract page of Appendix C.)

To meet first submission standards, the dissertation must be completely paged, formatted, proofread, and free of correction fluid. Dissertations that do not meet first submission standards are returned without review.

Publication and Copyright

All dissertations are published by microfilm under the plan provided by Bell & Howell, and the abstracts are published and distributed in Dissertation Abstracts International. The doctoral candidate pays the \$55 microfilming fee to University Financial Services (room S113 Criser Hall) for payment to Bell & Howell.

Copyright is secured automatically when the work is created. No publication or registration or other action in the Copyright Office is required to secure copyright. Although registration is not a requirement for protection, the copyright law offers several advantages to encourage copyright owners to make registration:

- Before an infringement suit may be filed in court, registration is necessary for works of U.S. origin.
- If registration is made within 3 months after publication of the work or before an infringement of the work, statutory damages and attorney's fees will be available to the copyright owner in court actions. Otherwise, only an award of actual damages and profits is available to the copyright owner.

To register the copyright, the author may sign the copyright line on the back of the agreement form, and attach a certified check or cashier's check or money order for \$45 payable to Bell & Howell. A copyright page then must be included after the title page in the dissertation (see Appendix F). Several years may elapse before copyright is certified by the Register of Copyrights. Therefore, to ensure receipt of the Certificate of Copyright, the permanent address requested on the Microfilm Agreement form should be that of parents, relatives, or friends through whom the candidate always may be reached.

Publication by microfilm subjects an author to the standard provisions of the copyright laws regarding quoted material under copyright or use of any illustration, such as tables, charts, graphs, tests, or instruments from a copyrighted source. Music and poetry are especially vulnerable to suit for copyright invasion. Use of any illustrations, tables, poems, or song lyrics, or of quoted material of more than 250 words from a single source must be authorized in writing by the copyright holder. The candidate must supply the Editorial Office with a copy of the permission letter. To avoid problems, the candidate should secure written permission from the copyright holder well before final submission (Appendix G).

Bell & Howell scans all dissertations for inclusion of previously copyrighted materials. They especially check for copyrighted tests or instruments in education and psychology dissertations and for copyrighted music. Because the University of Florida requires microfilming of all doctoral dissertations, authors who must request permission to use copyrighted materials should have written documentation that the permission extends to Bell & Howell (see Appendix G). A copy of this written permission should be attached to the white Bell & Howell agreement form. If this permission is not obtained, the copyrighted material must be removed from the dissertation.

Permission to use the copyrighted material should be stated in the dissertation or thesis, for example, Reprinted with permission of the publisher. The major portion of a dissertation or thesis should not consist of previously copyrighted materials.

Final Submission of Dissertation

Final submission of the dissertation is usually scheduled to coincide with the first day of exam week. After the defense has been held, signature pages and Final Examination Report signed, and corrections made, the original and college copies should be checked for correct pagination and paper stock. The entire dissertation must be printed on 20-pound, 100% cotton bond; the college copy may be photocopied but it also must be on 20-pound, 100% cotton bond; remember to include a copy of the signature page. All pages must be numbered properly and in order. Be sure that pages in the original have not been misplaced or exchanged with pages from a photocopy. Each copy should be placed in the specified expanding letter-sized fiber envelope, which has been labeled on the upper-front left-hand corner of the envelope flap with the name, degree, major department, month and year of graduation, and e-mail address or telephone number.

If an ETD is being submitted, the corrected electronic dissertation should be submitted for review of corrections and links one week before the final submission deadline. The ETD should include blue links from the Table of Contents to corresponding titles and headings in text. The ETD also should link titles and captions in the List of Tables and the List of Figures to their corresponding tables and figures.

The Editorial Office will reexamine the dissertation for pagination and corrections required to make the dissertation acceptable. Doctoral candidates are asked to return the check sheet indicating corrections made. Five additional copies of the academic abstract (fewer than 350 words), separate and without page numbers, printed on 20- or 24-pound, 100%-cotton bond also should be submitted to the Editorial Office. Three copies are bound as permanent university records, one copy is sent to Bell & Howell for publication in Dissertation Abstracts International, and one copy is sent to the Library. Also submit one copy each of the title page and the Biographical Sketch (these are for record-keeping purposes and need not be on bond: the Biographical Sketch may retain the page number).

After final submission of originals, all dissertations are given to the Dean of the Graduate School for approval and signature before delivery to the Library binder.

If the thesis or dissertation student fails to make final submission by the designated deadline, the manuscript must be resubmitted by the first submission deadline of the semester in which the student intends to graduate.

CHAPTER 3 PUTTING THE MANUSCRIPT INTO FINAL FORM

Choosing a Style Guide

The candidate is urged to choose one particular standard professional journal, an accepted style guide, or a textbook in the major field as a model to use for general setup of tables; textual figures; reference and bibliographic systems; and use of symbols, numbers, and abbreviations. Ideally, one journal's reference system should be followed exactly. If you are not using one of the major style manuals, it would be helpful if you would bring (with first submission) a current issue of the journal whose reference style you have adopted.

Published journal articles or books where these specifications have been converted to type are the most graphic guides to accepted style in a given format. A style manual for use in the preparation of manuscripts for publication may be useful also. However, the specified formatting requirements of this Guide take precedence over all other manuals and style sheets. Do not use other theses and dissertations as guides for format.

Word Processing Aids and Equipment

If you plan to prepare your manuscript yourself, the Center for Instructional and Research Computing Activities (CIRCA) at the University of Florida has developed a set of sample files and handouts that will help you with specific formatting needs using either WordPerfect or Microsoft Word. See the CIRCA site at etd.circa.ufl.edu/download.html. Call 352-392-HELP for information or to make an appointment. It is your responsibility to check the template format against the requirements of this Guide. If you are not using WordPerfect or Microsoft Word, make sure the program you are using can do everything you need. Also be sure that the printer you use can produce the text quality required by the Graduate School. Listed below are some questions you should ask in making these selections.

1. Does the printer produce a standard, letter quality typeface? Near letter quality dot matrix and regular dot matrix are not acceptable at first or final submission. Script, Italics, caps and small caps, and other nonstandard type styles are not acceptable as the primary typeface for the document.
2. Is the word processing system capable of printing the entire work? What are its capabilities for tables, landscape materials, equations, figure captions, foreign language?
3. Will the printer accept 20- or 24-pound, 100% cotton bond?
4. Can the software format the text so that words are not divided between pages and can it avoid widows (the last line of a paragraph typed as the first line of a new page) and orphans (beginning a new paragraph on the last line of a page)?
5. Is the printer ink permanent black ink? Many inkjet printers use water-soluble ink.

If you elect to produce the document on CIRCA computers and printers or rental equipment,

1. Be sure funds in accounts are adequate to complete the project and to make corrections.
2. Allow for computer downtime and printing time in meeting Graduate School deadlines.
3. Keep backup copies of your work on disk in a different location from the original.

Securing a Typist or Editor

The Editorial Office maintains a file of persons experienced in data entry, typing, formatting, and manuscript editing who may be consulted by students seeking help with their manuscripts.

Condition of Manuscript

If you hire someone for word processing, you should know that that person is paid to copy the manuscript—not to edit it, unless special arrangements are made. Hard-to-read and poorly arranged material may cause the word processor to refuse the work or to charge a higher-than-usual fee. Hiring someone to process a portion of the rough draft may help the candidate and word processing expert determine whether they can work together. In any event, a written per-page or job price should be agreed on before the work is begun.

The candidate is responsible for giving the word processor a copy of this manual, a style guide in the major field, and clean legible copy arranged in proper sequence and in the format detailed in this manual. Before giving the copy to the word processor, the candidate should be sure that the use of numbers is consistent and correct according to the usage in the field and that all spelling, especially of scientific terminology or nomenclature, is consistent and correct. Special care should be given to the references and bibliography to assure correctness of author names and dates in the text and in the bibliography. Preferably, the bibliography or list of references should be given to the word processor or typist with the first portion of the manuscript (for verifying notes and references as the typing progresses). The Editorial Office will gladly answer queries from candidates and word processors working on the manuscript (352-392-1282).

Proofing and Correcting

The word processor must supply the candidate with clean, accurate copy and is responsible for his or her own errors—for example, omissions of words or lines, duplication of words or lines, or misnumbering of pages. It is the responsibility of the candidate to proof the copy and to make certain that the finished work is correct in every particular before submission to the supervisory committee and the Graduate School. The candidate is responsible for paying for changes other than typing errors.

Number of Copies

The candidate supplies two copies of the final corrected thesis or dissertation—the original manuscript and the college copy on 20- or 24-pound 100% cotton bond (which go to the Library for hardbinding and deposit). Customarily, the candidate also supplies a copy for the committee chair. The candidate should find out from the supervisory chair or from the department whether a copy also is required for the department.

Printing and Copying

For standard textual material, the thesis or dissertation must be printed on thesis paper (100% cotton bond) double-spaced on one side only in any standard typeface. Either 11- or 12-point type is acceptable. If right-hand justification is used, there cannot be large gaps between words or before punctuation marks. The type should be black, and it must be uniform in size, face, and color throughout the manuscript. Use of boldface as the primary type is not acceptable.

Photocopying is not acceptable for the Graduate School original. All type must be sharp, clear, and clean, with no weak areas.

Materials

Use	Do not use
Letter quality printers	Type sizes smaller than 11 points or larger than 12 points
11- or 12-point type size	Photocopies except where noted—see individual sections
Any standard typeface	Low-quality scanned images
Matte-finish, medium-weight photographic paper	University-seal or other nonthesis paper
Photographs: b&w for dissertations	Handwritten symbols/equations
High-quality scanned images (110 dpi at 100% of image size)	Colored inks, pencils, or paper
Printed equations/symbols	Rubber cement, mucilage, tape
Aerosol mounting cement or drymounting tissue for all photographs	Tracing or graph paper
Dot matrix printers	Loose materials or pockets
More than one typeface in text	Correction tape or fluid
	Press-on material

Paper Stock

The same brand and shade of paper should be used throughout the manuscript. The original and college copies, as well as copies of the abstracts submitted separately, must be on 8-1/2 × 11-inch bond, 20- or 24-pound, 100% cotton. Locally available brands include Southworth Parchment Deed and Eatons. Hold a sheet up to the light; correct paper stock will be watermarked with brand name and 100% fiber content. Students should contact office supply stores early for oversize thesis paper (11 × 14 or 11 × 17) for figures or large tables since this paper is not readily available. Do not glue, tape, or otherwise combine standard-size sheets to achieve foldout size. Do not use University-seal paper. Do not use graph or tracing paper in the original or college copies.

Corrections

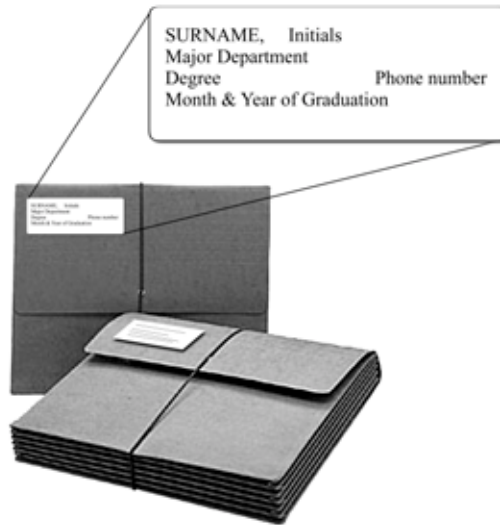
The appearance of the finished work should be neat, clean, and without noticeable corrections. Do not use correction tape or fluid of any kind. Fluid corrections dry out and flake off, leaving the original errors. Make no inked corrections or insertions.

Ink

India ink and permanent black ink, including some fine-point felt tip or ball point pens, are acceptable for inserting symbols that are not available in type, and only then.

Expanding Envelope

All manuscripts must be submitted in letter size (approximately 10 × 12-inch) heavy-duty expanding fiber envelopes with elastic, string, or Velcro closures. Each envelope should be labeled on the upper-left flap with SURNAME, Initials; Major Department; Degree; Phone Number; and Month & Year of Graduation. If the manuscript requires more than one envelope, each should be identified as Volume 1 of 2, Volume 2 of 2.



Spacing and Margin Requirements

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

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

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

To avoid loss of page numbers during the binding process, 1/2" to 3/4" from the edge is recommended for page number positioning. Do not type page numbers within 1 inch of the side edge of the paper.

The margin on the binding edge, the left side of 11-inch paper, should be 1-1/2 inches. Top, right, and bottom should be at least 1 inch. These requirements leave an area of 6 × 9 inches for textual material. A partial last line of a paragraph should be typed in the bottom margin to avoid a short carry-over line (widow) at the top of the next page. Never start a paragraph at the bottom of a page (orphan) unless there is room for at least two lines.

A 2-inch margin from the top of the page to the chapter number should be used for each new chapter (or section, such as acknowledgments, table of contents, list of tables, list of figures, abbreviations, preface, glossary, appendix, bibliography, and biographical sketch).

Variance from these requirements is permitted only for computer code and for separate-page tables and figures that cannot be made to conform. In these cases, a 1-inch minimum margin on all 4 sides is acceptable. Margins of less than 1" are never acceptable.

Pagination and Copy Sequence

The chart in Appendix A includes the order in which pages should be arranged for all types of preliminary pages used in a thesis or dissertation, as well as directions for pagination and copy sequence of all sections.

Preliminary Pages

The preliminary pages include all copy through the abstract of the thesis or dissertation. Each page is counted, beginning with the title page. Beginning with the acknowledgments, each page number is typed in the center bottom margin (1/2" to 3/4" from the edge) in small Roman numerals (ii, iii, iv, etc.).

Preliminary pages of a thesis or dissertation in a language other than English must be in English, as must the biographical sketch and signature page.

Preliminary pages of every manuscript must include a title page, a table of contents, and an abstract. Lists of tables and figures are optional. If an acknowledgments page is included, it should be written in complete sentences. Do not use direct address (thank you).

Title Page

Make the title of the manuscript as brief and concise as possible and use it consistently in every respect, including punctuation and hyphenation, on the title page, the abstract, and the supplementary forms to be filled out. Authors in scientific fields should use word substitutes for Greek letters and symbols. Spell out abbreviated terms. Omit such phrases as "A Study of" or "An Investigation of" and any repetitious words or phrases.

Use your legal name on the title page, abstract, biographical sketch, and all forms. Do not use a first name and initial in one place and first and middle names in another.

Check the Graduate Catalog for correct official titles of degrees, and cite the degree correctly on the title page, abstract, biographical sketch, and signature pages, as well as on the supplementary forms. Do not add the major or department to the degree title—for instance there is a Master of Science in Pharmacy degree, but the degree for physics is Master of Science. The degrees Doctor of Philosophy and Doctor of Education are complete as stated, and in no case should a minor be included as part of the degree title (see Appendix B).

Copyright Notice

Doctoral candidates who plan to register a copyright must include a copyright page in their manuscripts. See Appendix F for format.

Acknowledgments

Acknowledgments, if included, must be written in complete sentences. Do not use direct address (thanks mom!).

Table of Contents

List chapter titles and headings in the table of contents word-for-word and cap-for-cap as they appear in the text (but omit underlining or boldface). Supply a page number for each item listed. The table of contents must list first-level subdivisions of chapters. There is usually little reason to list minor subdivisions, but if they must be listed, indent logically and supply page numbers for each entry. Paragraph headings should not be included. A level of heading listed for one chapter must be listed for all chapters in which it occurs. List appendices by letter and title in the table of contents. One of the sample tables of contents shown in Appendix H should be used as a model for format.

List of Tables and List of Figures

Unless these lists are necessary for textual cross reference or you are preparing an ETD, they need not be included in the manuscript. When such lists are used, table and figure titles must agree with textual usage word-for-word, cap-for-cap, and comma-for-comma. Page numbers should be those on which the table begins or the figure image appears. Do not combine figures and tables into one list, and do not make a list consisting of only one table or figure. See Appendix H for examples.

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

Abstract

Immediately before Page 1 of the main text, every thesis or dissertation must include an abstract of the work to enable readers to determine whether the text is pertinent to their research. All abstracts must conform to standard margin requirements.

The abstract generally includes a brief statement of the project, discussion of methods and procedures used in gathering data, experimental or study results, and conclusions drawn from the results. Acronyms must be preceded by the full term at the first use. Numbered, parenthetical, or footnote references should not be used in the abstract (see Appendix C).

Master's. Abstracts cannot exceed two pages.

Doctoral. Abstracts must be fewer than 350 words, counting enumerations, numerals, articles, and components of hyphenated compounds as 1 word each. No illustrative material should be used. Doctoral candidates should bear in mind that the abstract will be published and distributed in Dissertation Abstracts International without further editing.

Main Text Pages

The main text contains the introduction, main body (including tables and illustrative materials), and the summary or conclusions.

Pagination

Main text and back pages should carry Arabic numerals up to, but not including, the signature pages. All pages, without exception, from Page 1 through the biographical sketch, must be counted.

The main text begins with Page 1, typed in the center bottom margin (1/2" to 3/4" from edge of paper). The first page of each chapter, or section such as references, biographical sketch, appendices, and so on, should carry the page number in the center bottom margin. Number all remaining pages (excluding half-title pages and legend pages which are counted but carry no typed number) at the top right or top center of the page. Letter designations (e.g., 114a) are NOT acceptable.

Half-title pages, which are sometimes used to separate appendices where the title and number cannot be typed in standard textual position on the first page (e.g., a broadside appendix) should be counted but carry no typed number. See Appendix A for directions for half-title, facing, and left-hand pages.

Headings

All chapter or comparable section titles, headings, subheadings, and table headings or figure legends should be single-spaced. Do not number subheadings unless necessary for textual cross reference. Carryover lines of all flush-left headings should be indented to avoid the appearance of two separate headings. The style in Appendix D should be followed when the manuscript requires multiple headings.

When listing headings in the table of contents, each level should be identified by proper indentation. See Appendix H for examples.

Tables

Tables should be numbered consecutively either throughout the text and appendices or within each chapter or appendix, in which case they are coded to the chapter number or appendix letter (e.g., 2-1, 2-2, A-1, A-2). Tables cannot have subparts—do not designate them with letters—each table must have a separate number. Tables should be inserted near their first mention in the text or as a logical group within the chapter. Type all table titles single-spaced above the table. Table sources and notes should be placed directly below the table, not at the bottom of the page. Use consistent capitalization for all table titles and column headings. Use superscript symbols or lowercase letters rather than numerals for table footnotes. Reference indicators to these notes should be used only on column heads or in the main body of the table, never on the table number or title. If it cannot be inserted on the stub head (the left-hand column), any note needed for the table number or title should be so indicated—Note: . . . and should follow Source: (if any) at the foot of the table.

Definition of broadside (or landscape). A broadside page is one printed with the top at the left side or binding edge. It is read by turning the copy to the right. All copy, with the exception

of page numbers, is typed on the 11-inch length (not the 8-1/2-inch width used for standard manuscript pages). Table headings are typed above tabular material, and figure captions are typed below the illustration parallel to the way the copy is read. All broadside material must face right. Page numbers should appear in vertical top right or top center on these pages as on regular text pages.

Tables complete on one page. Long narrow tables may be divided, with one half on the left and the other on the right of the same page, with a double vertical line dividing the two halves. Wide tables may be typed broadside on a right-hand page, with the title at the binding edge. Type the page number in standard textual position in the upper margin.

Continued tables. Tables too long or too wide for a single page—broadside or upright—may be continued on the following right-hand page(s). If necessary, a minimum of 1 inch may be used on all 4 sides. The table title should not be repeated. The heading should read “Table 10. Continued” and column and row headings must be repeated for continued tables.

Extended tables. Several methods can be used to set up facing pages. If the left column (the stub) of a wide table (broadside) is too long for a page, the balance of the copy may be typed on the facing broadside page as though there were no break. Headings are not repeated and 1-inch margins are used at the binding edge.

When the left column applies to all items across the page, but each column head varies, the page may be typed as two facing pages (upright), with the left column copy appearing only on the left page to form an extended table. In this case, the table title is typed on the left page only. In all cases, both left and right pages are numbered in standard textual position (left-hand pages are numbered at upper left or center). The title and page number on the left page are cited in the list of tables.

Oversize tables. Tables too long to conform to minimum margins may be typed in a smaller font. The page number, table number, and title should be in the same font size as the text of the document.

Figures

Textual setup. Charts, maps, graphs, diagrams, photographs, plates, and so on should be called figures. They should be numbered consecutively throughout the text and appendices or within each chapter with the figure number coded to the chapter number (e.g., 2-1, 2-2, 3-1, 3-2). In no case are figures coded to section numbers. The figure number and single-spaced title should be typed below the figure. Students who use figures from other sources must include a source citation below the figure and include the source in the reference list. Figures may be inserted near their mention in the text or as a logical group within the chapter. Figure titles should be set up in a consistent style throughout the manuscript.

If the figure occupies the full 6- × 9-inch type area, the legend and identification may be typed on a left-hand caption page (reverse side blank), and should be counted but carry no typed page number. A right-hand broadside page should have the top of the image at the binding edge (see section called “Definition of broadside (or landscape)”). The page number should be typed in the same position as other chapter pages. The figure number and single-spaced legend should be typed parallel to the illustration. Figures should conform to standard margin requirements, but if size is a problem, a minimum of 1 inch may be allowed on all 4 sides.

Figures consisting of subparts. Figures that consist of more than one part must have an overall title that precedes the titles of the subparts. The captions for such figures should be set up as follows:

Figure 10. Overall title (what all parts have in common). A) Description of Part "A";
B) Description of Part "B"; C) Description of Part "C."

If a figure runs more than one page, type "Figure 4. Continued" below the figure on the continuation pages.

Artwork. Diagrams, charts, graphs, maps, schemes, and so on may be made in several ways—by machine, computer, or standard methods. The following are most frequently used for dissertations and theses.

1. Figures may be computer-generated using any one of a number of graphics programs.
2. Scanned images are acceptable if they are of good, clear quality (at least 300 dpi).
3. Figures may be drawn with permanent black ink on tracing paper, Albanene, or similar paper and xerographically reproduced on 8-1/2 × 11-inch thesis paper. All final drawings should be sharp black and white, clearly readable, and of professional caliber. Page and figure numbers, titles, and any supplementary information should be printed or typed on the reproduced image with the same typeface as the rest of the manuscript for use as the original in the thesis or dissertation.
4. Only simple line drawings, charts, and graphs may be photocopied from books or journals for use in the manuscript. Other illustrations from books or journals must be photographed so that the original detail and clarity are preserved.

Press-type and other adhesive materials may be used on the "master copy" for later reduction and/or reproduction by xerography or photography for use in the thesis or dissertation—the "master copy" is not acceptable for inclusion in either. All figures should have sufficient intensity and contrast to pick up clearly in microfilming.

Photographs. Full-page illustrations may be scanned (at least 300 dpi) or reproduced on matte-finish 8-1/2 × 11-inch medium-weight photographic stock. Smaller photos may be either matte or glossy. Matte-finish should be used when it is necessary to type information onto the photograph. All photographs should be of professional caliber with adequate contrast. Color photos are not recommended for use in dissertations. When microfilmed, they reproduce as varying shades of blurred gray.

Mounting. Photographs must be mounted on 100% cotton bond paper only. They should be correctly aligned and bonded firmly to the sheet with permanent spray adhesive, a mounting cement, or dry-mounting tissue. Consult a photography shop for the best product.

Oversize figures. Facing pages, as well as a facing left-hand page with a right-hand foldout, may be used to adjust oversize material to the thesis format. The page on which the image begins should be cited in the list of figures. For foldouts, thesis quality paper—11 × 14-inch or 11 × 17-inch—may be obtained from office supply stores; however, early planning is essential because the paper may not be readily available. Do not glue, tape, or combine sheets to achieve oversize foldout pages.

Foldouts. For ease of handling, the first fold of the oversized paper should be 7 inches from the binding edge. The page then should be folded back to align with the right-hand edge of standard 8-1/2 × 11-inch sheets.

Notes, Textual Reference, and Bibliographic Systems

The Graduate School does not require a specific style for notes, references, or bibliography. However, usage should be consistent for all entries. The candidate should use the style of a particular standard scholarly journal in his or her discipline. The Graduate School checks all manuscripts for correct and consistent usage within the chosen style. Failure to document references in a consistent and acceptable style necessitates that the manuscript be returned without review. Certain mechanics, as listed in the next section, apply to all reference systems.

Mechanics Applicable to All Reference Systems

1. All reference lists and notes should be typed single-spaced with a single-spaced blank line between entries.
2. The use of et al. in the text indicates 3 or more authors. There should be no comma before et and no period after et (since et is not an abbreviation). There should be an abbreviation point after al. The possessive ('s) cannot be used with et al.
3. Et al. should not be used in the reference list. All authors and editors must be cited in full in the references or bibliography. The order of multiple authors cited in the text must agree with the order of names in the reference list.
4. Dissertations that are available on microfilm should not be listed as unpublished since microfilming is a form of publication.
5. Personal communications do not belong in reference lists or bibliographies since they are not retrievable.
6. When alphabetizing several works by the same first author, arrange the entries so that single-author works precede multiple-author listings (e.g., an article by Smith should be before one by Smith and Jones). Corporate authors are alphabetized by the first significant word of their names. Introductory articles are disregarded when alphabetizing by title. Numerals should be alphabetized as if they were spelled out. The letter-by-letter approach should be used when alphabetizing acronyms and abbreviations. Alphabetize the prefixes M', Mc, and Mac literally—not as if they were all spelled Mac; and St. is alphabetized as Saint.
7. If a textual reference is to the work found in a book edited by someone else, the author's name is used rather than the editor's. If the reference is to the editor's section of the book, the editor's name should be used. If no author, corporate author, or editor is cited, the reference should be by title.
8. Include in the reference list all sources cited in the text. Do not include works that you have not read or have not cited in the text.
9. Direct quotes cited in the text must include page citations.

Notes

Notes include footnotes and end-of-chapter notes (where they should be listed as Notes since they are not at the foot of a page). Notes cannot be placed at the end of the manuscript. It is preferable to place notes at the foot of the page rather than at the end of the chapter. A complete bibliography also must be included at the end of the manuscript.

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

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

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

If there are very few footnotes, each of which applies only to the page on which it appears, the first may be numbered as 1 on each page on which a footnote appears.

Keyed References

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

Numbered systems. Two reference systems use numbered bibliographic citations:

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

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

All numbered references used in the text must appear in the reference listing and vice versa. Textual superscript numbers must be after any punctuation except dashes. Superscript numbers should be ONLY a half line above the sentence. Numbered references also may be keyed by on-the-line numbers enclosed within parentheses or brackets. These numbers precede all terminal punctuation except after a single-spaced block quotation. Care should be taken that enclosed on-

the-line references are easily distinguished from other enclosed material such as equation numbers. Multiple references and page numbers may be cited as follows:

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

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

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

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

Back Pages

The back pages include the glossary (if any), appendices (if any), bibliography or list of references, biographical sketch, and signature pages. Master's candidates are urged to have their signature pages checked by the Editorial Office before their final defense.

Pagination and Copy Sequence

Pagination should continue in sequence with the text. The first page of each appendix should be numbered in the bottom center margin and succeeding pages should be numbered in the upper margin, consistent with previous usage in the text. Half-title pages should be counted but not given typed page numbers.

Appendix Material

The appendices include material inappropriate to the body of the main text. Figures and tables discussed in the text cannot be placed in the appendices. If more than one type of material is used (e.g., questionnaires and other types of raw data), each appendix should be given a capped number or letter and a capped title (not cap and lowercase). Appendix copy should be typed or reproduced, using the specified standard margins and spacing requirements. When technical problems such as broadside material prevent the placement of appendix number and title in standard position on the first page of an appendix, a half-title page should be used to supply the appendix number and title. The appendix number and title should not be broadside. The half-title page is counted but is not given a printed page number.

Computer printouts. Computer programs included in an appendix must meet margin requirements of at least 1 inch on all sides.

Reference Lists

Reference lists are typed single-spaced with one single-spaced blank line between entries. See section called Mechanics Applicable to All Reference Systems.

Biographical Sketch

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

Signature Page

The format for the signature page varies by college and department and can be found in Appendix E. List only official members of the supervisory committee on the signature page as well as the appropriate dean(s). Other faculty attending the defense are not listed on the signature page. The committee should sign the signature page in black ink. The statements on the signature page are single-spaced, and there is no heading at the top of the page nor is there a page number at the bottom of the page. Use exact professorial ranks and Graduate Faculty departments after each committee member's name.

Mechanics for Theses and Dissertations

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

Abbreviation of Measurement

Numerals should be used for decimals and percentages and with abbreviations of measurement. When a number is used at the beginning of a sentence, however, a numeral cannot be used, and consequently abbreviations of measurement or percentage symbols cannot be used with the spelled-out numbers. Either percent or per cent may be used (consistently) in such cases. If periods are used after abbreviations, usage should be consistent, including tables and figures. Any abbreviations of measurement above 1.0 should be used with the plural verb.

Ellipses

Within a sentence, omissions are indicated by three spaced ellipsis points. Between and at the end of sentences where omissions have been made, the final period precedes the three ellipsis points. When typed correctly, it looks like this. . . .

Plural Words

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

Quotations

Quotations longer than 40 words should be set off from the text in single-spaced block form, indented from the left margin. There should be no quotation marks before or after single-spaced block quotations. Brackets [] should be used to indicate the candidate's insertions. In textual

quotations, source reference and page number should be outside the final end quote. For block quotations, this information should appear after the terminal punctuation. All direct quotations, text or block, need page documentation.

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

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

Hyphenation

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

Self. Used as a prefix to make a compound, self (whether adjective, adverb, or noun) is always followed by a hyphen—e.g., self-contained, self-centered, self-help, self-concept. The exception is adjective forms such as selfless and selfsame.

Compound modifiers. Many compounds are hyphenated when used as adjectives before a noun—a well-known fact—but are treated as separate words when used as predicate adjectives: The fact is well known.

Adverbial modifiers ending in ly should not be hyphenated: a publicly owned company, a poorly designed experiment, a barely living object, etc.

Hyphen to distinguish meanings. A better burnished copper (a burnished copper that is better); a better-burnished copper (a copper that is better burnished). That man eating fish seems hungry vs. that man-eating fish seems hungry.

Spelled-out compound numerals. Numbers from twenty-one to ninety-nine and fractions used as adjectives are hyphenated. When either numerator or denominator already contains a hyphen, watch meaning: thirty-one hundredths vs. thirty one-hundredths.

Meaning is changed when hyphens follow numbers: Six-foot lockers (6 feet in length) vs. six foot lockers (a total of six lockers); thirty odd men vs. thirty-odd men; six day-old calves vs. six-day-old calves.

When spelled out, tenfold, multifold, etc. do not require hyphens; however, if numerals are used, it should be 5-fold or 6-, 10-, and 12-foot boards (each component needs a hyphen).

Compound adjectival forms. Hyphens are needed for clarity: all-inclusive studies vs. all inclusive studies, data-gathering procedures; thought-provoking actions; acid-containing foods.

Prefixes. Post, pre, over, under, intra, inter, sub, anti, super, non, pseudo, and so on should be spelled without a hyphen—postwar, pretest, cochair—except before a capital letter or date—un-American, non-English-speaking, pre-1978. When in doubt, consult a dictionary.

End-of-line hyphenation. Divide words only between syllables. Two-letter divisions are not permissible. Do not divide a word between pages of text. Words pronounced as one syllable cannot be divided—width, friend, scheme. When in doubt, consult a dictionary.

Beginning a Sentence

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

Widows and Orphans

Widows, the last line of a paragraph typed as the first line of a new page, are not permissible. A line may be taken from the preceding page, making it short, or the widow may be run on 1 line at the bottom of the preceding page if at least a 3/4-inch bottom margin remains. Most software provides widow and orphan protection.

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

Headings and New Paragraphs

Leave only one single-spaced blank line between paragraphs (do NOT triple space). Use a standard indent for the first line of each paragraph (5, 6, 7, or 8 spaces); it should be consistent throughout the manuscript.

Continued Pages

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

Contractions

Avoid contractions. The chumminess they convey is inappropriate to the formal style of theses and dissertations.

Dashes

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

Creative Writing Theses

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

If a thesis consists of a collection of poems that are not grouped under some headings, the first page of each poem has a 2-inch top margin. Each poem title is centered and in all capital letters. The first page of each poem is numbered bottom center with the rest of the pages of the

poem numbered in the top margin. The poems may be double- or single-spaced but must conform to the other margin and formatting requirements listed in the Guide.

If a thesis consists of a collection of poems grouped under several headings, only the first page of each group is numbered bottom center and the rest of the pages of the group are numbered in the top margin. The title of each grouping or part is in all capital letters, and the first page of each grouping has a 2-inch top margin. The titles of the poems under each group or part are treated as first-level subheadings; that is they are centered and underlined, or bold and not underlined, with only the first letters of principal words capitalized. The poems may be double- or single-spaced but must conform to the other margin and formatting requirements listed in this Guide.

If the thesis consists of a collection of short stories, the first page of each short story has a 2-inch top margin. Only the first page of each short story is numbered bottom center with the rest of the pages of the short story numbered in the top margin. The short story title is centered and in all capital letters. Short stories must be double-spaced and must conform to the margin and formatting requirements listed in this Guide.

If the thesis is a novel, the first page of each chapter has a 2-inch top margin. Only the first page of each chapter is numbered bottom center; the rest of the pages in the chapter are numbered top right. The chapter title (if chapter titles are used) is in all capital letters. If no title is used, the word CHAPTER is in all capital letters. Novels are typed double-spaced and must conform to the margin and formatting requirements listed in this Guide.

CHAPTER 4 PAPERS IN DISSERTATION OR THESIS

Students in scientific fields often plan to publish results of their research as journal articles. These students may prepare the manuscript with this idea in mind, basing articles on individual chapters or sections of the dissertation.

The Graduate School encourages students to use the scholarly journal in which they have published, or hope to publish, as a guide for thesis and dissertation preparation. A printed journal article on an analogous subject serves as a tangible, graphic guide for style of writing, use of abbreviations and numbers, reference system, and overall usage policies that help the student become proficient in the editorial requirements of the journal. The printed article shows specific usage. The journal style manual is used only to format the article to be submitted for journal publication.

The Graduate School stresses the fact that the dissertation or thesis is the student's primary objective and publication is the secondary objective. Standard dissertation and thesis procedures must be observed in the use of specified paper stock, margins, headings, pagination, and overall preparation and presentation.

Acceptable Usage

If each chapter or section is complete within itself and treats one of several aspects included in the total study, a general introductory chapter must precede the main body of work. A final chapter must give total results, conclusions, and/or recommendations for further research.

The items listed below are required for all University of Florida theses and dissertations:

1. A common table of contents covering the entire study.
2. An abstract of the complete study preceding Page 1 of the main text.
3. A common bibliography, list of references, or literature cited section at end of text.
4. All pages numbered in sequence—from Page 1 through the biographical sketch.

Unacceptable Usage

The following practices are not acceptable for University of Florida theses and dissertations:

1. Omission of material that unites components to form a complete manuscript (for example, omission of the general introductory chapter or the conclusion chapter).
2. Scientific references, bibliography, or literature-cited section at the end of each chapter.
3. All-cap subheadings required by journals for rapid content identification on double column pages.
4. Beginning first-level subheadings on separate pages.
5. Use of an abstract at the beginning of each chapter.
6. Chapters paged individually, with 1 appearing on each new chapter or section page.
7. Use of double-spaced references and any other use obviously based on journal specifications for printing requirements not suitable for a unified dissertation or thesis presentation. For example, tables and figures cannot be grouped at the end of the thesis or dissertation. They must be integrated into the text as they are discussed.
8. Inclusion of coauthored papers, except those portions and materials contributed by the student.

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

CHAPTER 5 ELECTRONIC THESIS OR DISSERTATION (ETD)

Format

The Graduate School accepts only paper manuscripts for first review because major edits cannot be made in the PDF document. The thesis file or files should be converted to PDF after the paper copy has been edited by the supervisory committee and the Graduate School Editorial Office and all corrections and changes have been made.

The format of the thesis in PDF should be the same as the paper copy for most elements, including page numbering, heading levels and capitalization, fonts, indents, and so on. Listed below are elements that may or should differ from the paper copy.

Files and Links or Bookmarks

If the thesis consists of more than one file, all files should be named to one directory before adding the links. This avoids changing file names and causing broken links in the ETD submission. All links/bookmarks must be highlighted in blue. They should not be underlined. The working condition of all links should be checked before submitting the PDF. The PDF file(s) and other files should be checked carefully before submitting them.

Table of Contents

The table of contents should be in the same format as that of the paper copy; however, the listings for sections (ACKNOWLEDGMENTS, ABSTRACT, and so on) and chapters must be bookmarked to the appropriate pages in the text. Bookmark the first-level headings as well. Blue should be used to highlight all bookmarks in the table of contents.

Lists of Tables, Figures, Objects

These lists are particularly helpful to the ETD reader. Objects are only found in ETDs. Objects are defined for this purpose as video, audio, or other items that are not distinctly tables or figures. The entries in these lists should be bookmarked to the appropriate section in text where the figure, table, or object appears.

Figures, Tables, Objects in the Text

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

Figures, tables, and objects that are not embedded in the document should always be described fully in the text. As technology changes and is upgraded, there is a chance that these illustrations will not migrate with the thesis.

Signature Page

Instead of the traditional signature page, the ETD Submission Approval form is used to indicate the supervisory committee's approval of the thesis or dissertation and to indicate how quickly the student wants the ETD released to the Worldwide Web. There are provisions for securing the entire work for patent or proprietary purposes for a 6-month period, allowing access only to UF libraries and their patrons for 1 to 10 years, and immediate release for worldwide access, which is the most frequent selection. The ETD Submission Approval form is the last example in Appendix E.

Copyright

Because the PDF is archived and is made available on the Web, written permission is needed for use and electronic publication of copyrighted text, figures, tables, and objects. Also, because the PDF is archived and available on the Web, it is wise to include a copyright page in all ETDs. The copyright page should be immediately after the title page. The copyright page format is shown in Appendix F of this guide. It is not necessary to register copyright with the U.S. Copyright Office.

Reference List

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

Submission

PDFs should be submitted to <http://gradschool.rgp.ufl.edu/etd/editorial.html>.

College Requirements for ETD Final Submission

Agricultural and Life Sciences

Submit copy of ETD submission form and academic abstract to Associate Dean's Office, 2014 McCarty.

Business Administration

No requirement.

Dentistry

Submit copy of ETD submission form and academic abstract to Dean's Office, D3-11B Dental Sciences.

Design, Construction, and Planning

Submit copy of ETD submission form and academic abstract to Dean's Office, 331 Architecture.

Education

Submit copy of ETD submission form and academic abstract to Associate Dean's Office, 125 Norman.

Engineering

Submit copy of ETD submission form to Associate Dean's Office, 312 Weil Hall.

Fine Arts

Submit copy of ETD submission form and academic abstract to Dean's Office, 101 Fine Arts.

Health and Human Performance

Submit copy of ETD submission form, paper copy of thesis or dissertation, and copy of final exam report to Department Office, Exercise and Sport Sciences, 109-D Florida Gym; Health Science Education, 5 Florida Gym; or Recreation, Parks, and Tourism, 330 Florida Gym.

Health Professions

Ask college.

Journalism and Communications

Submit copy of ETD submission form and academic abstract to Dean's Office, 2011 Weimer. No reading room copy required for ETD.

Liberal Arts and Sciences

No requirement.

Medicine

Submit copy of ETD submission form and academic abstract to Dean's Office, R1-102 Academic Research.

Natural Resources and Environment

No requirement.

Nursing

Submit copy of ETD submission form and academic abstract to Dean's Office, N1-20

Pharmacy

Submit copy of ETD submission form and academic abstract to Dean's Office, P601 Health Science Center.

Veterinary Medicine

Submit copy of ETD submission form and academic abstract to Dean's Office, V-1100 Veterinary Academic Bldg.

APPENDIX A
PAGINATION AND COPY SEQUENCE

Preliminary pages	Remarks	Counted	Typed Small Roman	Listed in contents
Title page		Yes (i)	No	No
Copyright notice	If any	Yes (ii)	No	No
Dedication	If any: no heading	Yes	No	No
Acknowledgments	If any	Yes	Yes	Yes
Preface	If any: seldom used	Yes	Yes	Yes
Table of contents	Exact headings as in text, with page numbers	Yes	Yes	No
List of tables	If any: list page on which table begins	Yes	Yes	Yes
List of figures	If any: list page on which image appears	Yes	Yes	Yes
Key to symbols or abbreviations	If any	Yes	Yes	Yes
Abstract	Master's: 2-page limit Doctoral: 350-word limit Last page before Page 1 of text	Yes	Yes	Yes
Miscellaneous text pages			Arabic numerals	
First page of chapter & appendix	Title/heading begins 2 inches down: page number is bottom center	Yes	Yes	Yes
Other text pages	Numbered at top center or right	Yes	Yes	No
Half title pages	Right-hand pages used as dividers where needed	Yes	No	No
Facing legend pages	Left-hand page used to identify figures too large to accommodate a title	Yes	No	No
Facing pages	Used for extended tables & figures: upright or broadside (facing left- & right-hand)	Yes	Yes	Yes
Back pages			Arabic numerals	
Glossary	If any	Yes	Yes	Yes
Appendix	If more than one, list each separately by number and title in all capital letters	Yes	Yes	Yes
List of references or bibliography	May precede appendix if appendix contains no references; single-spaced with double space between	Yes	Yes	Yes
Biographical sketch	REQUIRED: double-spaced, use narrative form	Yes	Yes	Yes
Signature page	On 100% cotton paper, with original type and signatures in Graduate School copy. College/library copy may be a photocopy	No	No	No

Before and after copying and before submission, check each page number to avoid missing, duplicate, transposed, or photocopied pages in the original; check college/library copy as well. Make sure all pages are present and in correct position before submitting manuscripts. Make sure college/library copy has a copy of the signed signature page.

APPENDIX B
TITLE PAGE

Use the sample as illustrated, substituting the correct designation (thesis or dissertation) and the correct degree (Master of...or Doctor of...). Consult the Graduate Catalog for the correct title of the degree. The title page should be in ALL CAPITAL LETTERS and the title and statements should be typed single-spaced as shown below.

THE EFFECT OF INSECTICIDE SYNERGISTS ON PROPOXUR
PHARMACOKINETICS IN THE GERMAN COCKROACH,
BLATELLA GERMANICA (L.)

By

HUSSEIN SANCHÉZ ARROYO

A DISSERTATION PRESENTED TO THE GRADUATE SCHOOL
OF THE UNIVERSITY OF FLORIDA IN PARTIAL FULFILLMENT
OF THE REQUIREMENTS FOR THE DEGREE OF
DOCTOR OF PHILOSOPHY

UNIVERSITY OF FLORIDA

2002

APPENDIX C
ABSTRACT

Academic Abstract

Use the statement and format shown below, substituting the correct designation (thesis or dissertation) and the official name of the degree as listed in the Graduate Catalog. Master's academic abstracts cannot exceed 2 pages and Doctoral academic abstracts cannot exceed 350 words.

↑

(2" margin)

↓

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

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

By

Your Name as on the Title Page

Month and year of graduation
(NOT month the work is submitted)

Chair: Name of Supervisory Committee Chair
Major Department: Name of Graduate Department

The double-spaced text of the abstract begins here. Note that the headings above should be typed single-spaced as shown in this sample. Single-space the title if it runs more than one line. Do not put a blank line between the lines for chair and major department. The left-hand margin is 1-1/2 inches, the top margin is 2 inches for the first page of the abstract (and 1 inch for the second, if any), and the remaining margins are 1 inch each. The month listed is the month of graduation and not the month the manuscript is submitted. The abstract should be a concise summary of the content and purpose of the thesis, fully understandable without reference to the text. It should not contain parenthetical or bracketed references.

Performance Option Abstract

Candidates for the Master of Fine Arts in art or theatre and the Master of Music degree with a performance option should use the following statement and format, using the appropriate degree title in the heading. These abstracts are due at the FIRST master's submission deadline specified in the list of Deadlines.

↑

(2" margin)

↓

Summary of Performance Option in Lieu of Thesis
Presented to the Graduate School of the University of Florida
in Partial Fulfillment of the Requirements for the
Degree of Master of Fine Arts

TITLE OF THE WORK, CENTERED, SINGLE-SPACED
IN ALL CAPITAL LETTERS

By

Your Name

Month and Year of Graduation

(Not month the work is presented or performed)

Chair: Name of Supervisory Committee Chair

Major Department: Name of Graduate Department

The double-spaced text of the abstract begins here. Note that the headings above should be typed single-spaced as shown in this sample. Single-space the title if it runs more than one line. There should be no blank line between the chair and major department. The left-hand margin is 1-1/2 inches, the top margin is 2 inches, and the remaining margins are 1 inch each. The month listed should be the month of graduation and not the month of the performance. The abstract should be a concise summary of the performance or presentation, no longer than 2 pages. If appropriate, a performance program may be included.

NOTE: Candidates for the Master of Arts in art education and Master of Music in music education, pursuing a project option, should substitute the word Project for the word Performance in the heading (i.e., Summary of Project Option in Lieu of Thesis . . .).

General Audience Abstract

Use the following information and format:

THESIS/DISSERTATION TITLE

Student's name

Phone number

Department

Committee chair

Degree

Month and year of graduation

Please describe in no more than 150 words the contribution of the thesis or dissertation to the State of Florida, the nation, society in general, and/or the discipline. Please use clear and effective, nonspecialized language. This abstract is meant to be helpful in communicating the value of UF graduate student research to the general population.

Do not include the general audience abstract in the thesis or dissertation. It does not replace the academic abstract and is not part of the document.

The Graduate School engages in a number of activities aimed at communicating the value of graduate education to people outside the university. One of the obstacles that we encounter in this effort is the gulf between everyday, nonspecialized speech and the terminology used to describe research.

Therefore, each thesis or dissertation, at the time of submission for initial review by the Editorial Office of the Graduate School, must be accompanied by a brief general audience abstract that is not part of the thesis. The general audience abstract should be no more than 150 words and should be written to communicate in clear and effective, nonspecialized language the contributions of the work to the state of Florida, the nation, society in general, and/or the discipline.

This abstract must be submitted to the Graduate School Editorial Office on plain paper at the first submission. A disk is no longer required or welcome.

This general audience abstract is not required of performance option master's students.

APPENDIX D
HEADING FORMAT FOR
THESES AND DISSERTATIONS

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

First-Level Subheading

Centered, boldface or underlined (choose one and use it consistently for all levels of headings), first letters of principal words capped with one single-spaced blank line before and after the heading

Second-Level Subheading

Flush left, boldface or underlined (choose one and use it consistently for all levels of headings), first letters of principal words capped with one single-spaced blank line before and after the heading

Third-level subheading

Flush left, boldface or underlined (choose one and use it consistently for all levels of headings), only first letter of first word and proper nouns are capped

Leave no more than one single-spaced blank line before or after a third-level subheading. Because one-word headings cannot be distinguished as second- or third-level subheadings if both levels are used, it may be better to treat all third-level subheadings as paragraph headings.

Paragraph heading. First line of the text follows the period on the same line as the heading. Paragraph headings are indented, boldface or underlined (choose one and use it consistently for all levels of headings), and followed by periods; only the first letter of first word and proper nouns are capped. Paragraph headings are not listed in the table of contents.

Note. ONLY chapter titles and headings of other major sections are in ALL CAPITAL LETTERS. Do not underline headings that are in ALL CAPITAL LETTERS. Use boldface OR underlining for all subheadings (choose only one style—boldface is preferable when genus and species names are underlined in titles and headings). Do not leave more than one single-spaced blank line before or after any subheading.

Important. A section or chapter cannot be divided into only one part. If a section is to have subheadings, there must be at least two headings at any given level.

APPENDIX E
SIGNATURE PAGES

Certification Statement

All candidates. Use the following statement above the name of each committee member. Use exact professorial ranks and Graduate Faculty department after each name. Do not use administrative titles.

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a thesis (or dissertation) for the degree of Master (or Doctor) of

Submission Statement

Candidates in Liberal Arts and Sciences and Business Administration: Use this statement for the type block preceding the signature of the Graduate Dean. Candidates in Latin American Studies should use the submission statement shown in the section SAMPLE SIGNATURE PAGE FOR LATIN AMERICAN STUDIES.

This thesis (or dissertation) was submitted to the Graduate Faculty of the Department (or School) of . . . in the College of . . . and to the Graduate School and was accepted as partial fulfillment of the requirements for the degree of Master (or Doctor) of

Month & Year of Graduation

Dean, Graduate School

Candidates in Forest Resources and Conservation: Use the statement below for the paragraph preceding the signatures of the Director and the Graduate Dean.

This thesis (or dissertation) was submitted to the Graduate Faculty of the School of Forest Resources and Conservation in the College of Agricultural and Life Sciences and to the Graduate School and was accepted as partial fulfillment of the requirements for the degree of Master (or Doctor) of

Month & Year of Graduation

Director, Forest Resources and
Conservation

Dean, Graduate School

Candidates in Educational Psychology: Use format in the section called SAMPLE SIGNATURE PAGE FOR EDUCATIONAL PSYCHOLOGY.

Candidates in all other colleges/departments: Use the statement below for the paragraph preceding the signatures of the College and Graduate Deans.

This thesis (or dissertation) was submitted to the Graduate Faculty of the College of . . . and to the Graduate School and was accepted as partial fulfillment of the requirements for the degree of Master (or Doctor) of. . . .

Month & Year of Graduation

Dean, College of

Dean, Graduate School

SAMPLE SIGNATURE PAGE FOR LATIN AMERICAN STUDIES

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a thesis for the degree of Master of Arts.

Reedem N. Weep
Assistant Professor of Latin
American Studies

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a thesis for the degree of Master of Arts.

Bekos I. Sedsoe
Professor of Linguistics

This thesis was submitted to the Graduate Faculty of the Center for Latin American Studies, to the College of Liberal Arts and Sciences, and to the Graduate School and was accepted as partial fulfillment of the requirements for the degree of Master of Arts.

Month & Year of Graduation

Director, Center for Latin
American Studies

Dean, Graduate School

SAMPLE SIGNATURE PAGE FOR EDUCATIONAL PSYCHOLOGY

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a dissertation for the degree of Doctor of Philosophy.

Amnot Artoo, Chair
Professor of Educational
Psychology

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a dissertation for the degree of Doctor of Philosophy.

Heest R. Tidet
Professor of Educational
Psychology

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a dissertation for the degree of Doctor of Philosophy.

Tag U. Rhitt
Associate Professor of
Psychology

This dissertation was submitted to the Graduate Faculty of the College of Education and to the Graduate School and was accepted as partial fulfillment of the requirements for the degree of Doctor of Philosophy.

Month & Year of Graduation

Chairman, Educational
Psychology

Dean, College of Education

Dean, Graduate School

SAMPLE SIGNATURE PAGE FOR THE COLLEGES OF BUSINESS ADMINISTRATION
AND LIBERAL ARTS AND SCIENCES
(except Latin American Studies)

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a thesis for the degree of Master of Arts.

Ken U. Speradime, Chairman
Professor of Economics

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a thesis for the degree of Master of Arts.

Annie Portinah Storm
Assistant Professor of Economics

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a thesis for the degree of Master of Arts.

Juan Gudtern
Associate Professor of Linguistics

This thesis was submitted to the Graduate Faculty of the Department of Economics in the College of Business Administration and to the Graduate School and was accepted as partial fulfillment of the requirements for the degree of Master of Arts.

Month & Year of Graduation

Dean, Graduate School

Note. If additional space is needed, extend to a second page. The statements on the signature page are typed single-spaced.

SAMPLE SIGNATURE PAGES FOR AGRICULTURAL AND LIFE SCIENCES;
DESIGN, CONSTRUCTION, AND PLANNING; DENTISTRY;
EDUCATION (except Educational Psychology); FINE ARTS; HEALTH AND HUMAN
PERFORMANCE; HEALTH PROFESSIONS; JOURNALISM AND COMMUNICATIONS;
MEDICINE; NATURAL RESOURCES AND ENVIRONMENT; NURSING; PHARMACY;
AND VETERINARY MEDICINE

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a dissertation for the degree of Doctor of Philosophy.

Charles E. Cichra, Chair
Associate Professor of Fisheries
and Aquatic Sciences

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a dissertation for the degree of Doctor of Philosophy.

William J. Lindberg
Associate Professor of Fisheries
and Aquatic Sciences

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a dissertation for the degree of Doctor of Philosophy.

Thomas K. Fraser
Associate Professor of Fisheries
and Aquatic Sciences

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a dissertation for the degree of Doctor of Philosophy.

Frank J. Maturo
Professor of Zoology

This dissertation was submitted to the Graduate Faculty of the College of Agricultural and Life Sciences and to the Graduate School and was accepted as partial fulfillment of the requirements for the degree of Doctor of Philosophy.

Month & Year of Graduation

Dean, College of Agricultural and
Life Sciences

Dean, Graduate School

SAMPLE SIGNATURE PAGE FOR THE COLLEGE OF ENGINEERING

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a thesis for the degree of Master of Science.

Vladimir A. Rakov, Chairman
Professor of Electrical and
Chemical Engineering

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a thesis for the degree of Master of Science.

Dennis P. Carroll
Professor of Electrical and
Chemical Engineering

I certify that I have read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a thesis for the degree of Master of Science.

Gijs Bosman
Professor of Electrical and
Chemical Engineering

This thesis was submitted to the Graduate Faculty of the College of Engineering and to the Graduate School and was accepted as partial fulfillment of the requirements for the degree of Master of Science.

Month & Year of Graduation

Pramod P. Khargonekar
Dean, College of Engineering

Winfred M. Phillips
Dean, Graduate School

Note: If additional space is needed, extend to a second page. The statements on the signature page are typed single-spaced as shown.

**University of Florida Graduate School
Electronic Thesis and Dissertation (ETD) Submission**

Approval Form

TYPE ALL ENTRIES

Student Name: _____

ID#: _____

Document Type: _____ Master's Thesis _____ Doctoral Dissertation

Document Title:

Student Agreement:

I hereby certify that I have obtained all necessary permission in writing for copyrighted material to be published in my thesis or dissertation. Further, I certify that I have obtained and attached hereto a written permission statement from the owner(s) of any copyrighted matter to be included in my thesis or dissertation, allowing distribution as specified below. Copies of all such permissions are maintained in my files.

I hereby grant to the University of Florida and its employees the nonexclusive license to archive and make accessible, under the conditions specified below, my thesis or dissertation in whole or in part in all forms of media, now or hereafter known. This is a license rather than an assignment, and I, therefore, retain all other ownership rights to the copyright of the thesis or dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis or dissertation.

In addition to the unrestricted display of the bibliographic information and the abstract, I agree that the above mentioned document be placed in the ETD archive with the following status (choose one of 1, 2, or 3) by initialing the appropriate space below):

___ 1. Release the entire work immediately for access worldwide.

___ 2. Restrict access to the entire work to the University of Florida and all patrons of its libraries, including interlibrary sharing and release of doctoral dissertations to UMI.

[Please circle appropriate time span.] After (1, 2, 3, 4, 5, 10) years release my work worldwide unless you receive in writing a request from me to continue restricted access. If I choose to release the work for worldwide access sooner, I will contact Library Archives, P.O. Box 117007, University of Florida, Gainesville, FL 32611.

___ 3. Secure the entire work for patent and/or proprietary purposes for a period of six months. During this period the copyright owner also agrees not to exercise her/his ownership rights, including public use in works, without prior authorization from the University of Florida. At the end of the six-month period, either I or the University of Florida may request an extension for an additional six months. At the end of the six-month secure period (or its extension, if such is requested), the work will be handled under Option 1 above, unless I request Option 2 in writing.

Review and Acceptance:

The above-mentioned document has been reviewed and accepted by the student's supervisory committee. The undersigned agrees to abide by the statements above, and agrees that this approval form updates any and all previous approval forms submitted heretofore.

Signed: _____
(student) (date)

Committee:

Type Professor's Name & Title	Professor's signature
_____ Chair	_____
_____	_____
_____	_____
_____	_____
_____	_____

Month and Year of Graduation: _____

College Dean:
(when required by college) _____

Graduate Dean: _____

APPENDIX F
COPYRIGHT PAGE

Doctoral candidates and master's candidates from the College of Nursing who plan to copyright must include a copyright page in their dissertation or thesis. The copyright page is the first page after the title page; it is counted as page ii, but it does not get a typed page number and it is not listed in the table of contents.

SAMPLE

Copyright 2002

by

Lee Ward

APPENDIX G
PERMISSION TO QUOTE/REPRODUCE COPYRIGHTED MATERIAL

Any student who intends to quote or reproduce material beyond the limits of "fair use" from a copyrighted source must have written permission from the copyright holder. A copy of this written approval must be submitted to the Graduate School Editorial Office no later than the final submission date of the term the candidate graduates.

The form below is intended to aid the candidate in fulfilling his or her responsibility. (See the section called Publication and Copyright in Chapter 2 of this Guide.)

PERMISSION TO QUOTE/REPRODUCE COPYRIGHTED MATERIAL

I (We), _____, owners(s) of the copyright of the work known as _____

hereby authorize _____ to use the following material as part of his/her thesis/dissertation to be submitted to the University of Florida.

Page	Inclusive Line Numbers	Passages to be Quoted/Reproduced
-------------	-------------------------------	---

I (We) further extend this authorization to Bell & Howell, Ann Arbor, Michigan, for the purposes of reproducing and distributing microformed copies of the dissertation.

Signature of Copyright Holder

Date

APPENDIX H
SAMPLE TABLES OF CONTENTS
AND LISTS OF TABLES AND FIGURES

Use one of the following sample tables of contents as a model for capitalization, spacing, and format for the table of contents for the manuscript. The first model should be followed if the chapters are numbered and called chapters. The second model should be followed if the chapters are not numbered. Sample lists for tables and figures also are provided. These lists are optional.

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