

**A HANDBOOK FOR THESES
AND DISSERTATIONS**

THE GRADUATE SCHOOL
THE UNIVERSITY OF UTAH

2002

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CHAPTER 1

GENERAL INFORMATION AND UNIVERSITY REGULATIONS

This handbook has been prepared by The Graduate School of the University of Utah to aid students writing theses and dissertations. The handbook must be used in conjunction with one style manual accepted by the student's department (see Chapter 3) for references, table and figure format, and other stylistic considerations. It is the student's responsibility to be familiar with the regulations governing theses and dissertations and all other requirements for graduation. A schedule students should follow, University regulations relating to theses and dissertations, items of general information, and a discussion of copyright are contained in the following sections.

Procedures

(1) Plan a schedule for the research and writing of the thesis or dissertation with the chair of the supervisory committee. Purchase *A Handbook for Theses and Dissertations* in the Thesis Office.

(2) Consult with the thesis and dissertation editor for style guide selection; specific problems of illustration, particularly the use of oversize materials, photographs, film, videotapes, color figures, or other unusual items; use of copyrighted materials; and other aspects of manuscript preparation.

(3) Submit the thesis or dissertation to members of the supervisory committee. The chair must receive a copy at least 3 weeks before the final oral examination. The other members of the committee must receive a copy at least 2 weeks before the oral examination. Note that some departments require more than 3 weeks; check with your chair. The thesis or dissertation may be submitted to the thesis editor for "preliminary review" at any time before the defense. The manuscript will not be read at this time, but it will be examined for obvious errors in University format. Manuscripts are not examined for preliminary review after the defense.

(4) Pick up copies of the Supervisory Committee Approval and Final Reading Approval forms (available in the Thesis Office). Fine Arts candidates and students in the Graduate School of Architecture should obtain supervisory committee forms from their respective college or school. Prepare the signature forms (see Chapter 2 and Appendix A).

(5) Defend the thesis or dissertation at a public oral examination scheduled and announced by the committee. The date should be set early enough in the semester to allow submission of one copy of the manuscript to the Thesis Office for Format Approval 6 weeks prior to the closing date of the semester (i.e., the last day of final examinations; see the Calendar in this handbook for specific dates). Make any changes to the manuscript that the committee may require after the oral defense. Have the signature forms signed in black ink by the committee members. By majority vote the members of the supervisory committee certify on the Supervisory Committee Approval form that the thesis or dissertation has been found satisfactory for the degree. The chair signs the Final Reading Approval form and certifies that the final thesis or dissertation has been read and approved, that all materials are in order, and that the manuscript is ready to submit to The Graduate School. After obtaining signatures of all committee members and the chair as final reader, the student submits the manuscript to the department chair or dean of the student's college or school for approval on the Final Reading Approval form. **A manuscript will not be accepted for Format Approval until it has been successfully defended and signatures of the supervisory committee, the final reader, and the chair of the department have been obtained.** Manuscripts without all signatures listed above will not be reviewed.

The signature of the dean of The Graduate School is given after the final three copies of the manuscript are submitted by the student and approved by the thesis editor. Fine Arts and Architecture candidates obtain the signature of the dean of their college or school prior to turning in the final three copies to the Thesis Office.

(6) Submit one complete copy of the thesis or dissertation that has been publicly defended and approved by the supervisory committee, the final reader, and the chair of the department to the Thesis Office for Format Approval. For graduation in a particular semester, one copy of the defended and committee-approved thesis or dissertation must be submitted to the Thesis Office 6 weeks prior to the closing date of the semester. Manuscripts are accepted for Format Approval at any time during the semester; however, manuscripts submitted for Format Approval after the deadline are reviewed as time permits. Graduation cannot be guaranteed for a specific semester if manuscripts are submitted after the Format Approval deadline (see Calendar). Also, manuscripts are not examined for Format Approval during the last 2 weeks of the semester. **Manuscripts are reviewed in the order in which they are received.**

When the first copy of the manuscript is submitted to the Thesis Office for Format Approval, all copies of the Supervisory Committee Approval and Final Reading Approval forms are checked by the thesis editor for proper preparation. At this time students should check their files in the Graduate Records Office to insure that the proper forms have been filed so that graduation is not delayed. For master's candidates, these forms are the Request for Supervisory Committee, Application for Admission to Candidacy for the Master's Degree, Report of the Comprehensive Examination, and Report of the Final Oral Examination. For doctoral candidates, the forms required are Request for Supervisory Committee, Report of the Qualifying Examination, Program of Study, and Report of the Final Oral Examination. For all candidates, if members of the supervisory committee have changed, the Graduate Records Office must receive notification from the committee chair. If a student has exceeded the time limit for the completion of the degree (4 years for master's candidates and generally 7 years for doctoral candidates), a request for an extension must be approved by the dean of The

Graduate School and filed in the Graduate Records Office. If the program of study includes work at another institution, official transcripts for all transfer work must be submitted to the Admissions Office for evaluation. Students using human subjects in their research must have a signed copy of the Institutional Review Board approval of the study (Human Subjects Committee Clearance) in the Graduate Records Office. Candidates in the College of Fine Arts or the Graduate School of Architecture should check their records in the office of their college or school.

(7) After notification by the Thesis Office that the submitted manuscript has been read (generally 2 to 10 working days after submission; manuscripts over 200 pages may take 10 to 20 days to process), meet with the thesis editor regarding any corrections. **Discussion of corrections is by appointment only.** If the number of corrections is minimal, a Format Approval is issued. If the changes are more extensive, the corrected manuscript must be returned with the marked manuscript to the Thesis Office to be rechecked for Format Approval.

(8) After receiving Format Approval, properly duplicate three copies of the thesis or dissertation and submit them along with other required materials (see Appendix B) to the Thesis Office. The final three copies should be turned in the Monday before examination week (the final week of the semester; see filing date listed in the Calendar in this handbook). Earlier submission is encouraged. If all copies are complete and all other requirements for graduation have been met, a Thesis Release is issued. For Master of Fine Arts and Master of Architecture candidates, the Thesis Release is returned to the candidate's college or school for the signature of the dean of the college and then sent to the Graduation Office (250 Student Services Building). All processing of the manuscript must be completed by the last day of the semester for graduation in the semester.

If a Thesis Release cannot be issued by the closing date of the semester, the date on the title page of the manuscript must be changed to reflect the next semester graduation date. The diploma also is dated that semester. **If the student was registered for 3 semester hours the semester of the oral defense, no further registration fees are required in order to graduate in a subsequent semester.**

Submission of Manuscripts from Off-Campus

Students completing theses or dissertations off-campus may submit manuscripts by mail along with a self-addressed, stamped envelope with sufficient postage to return the manuscript. Off-campus students must make provisions to obtain the accepted paper for final duplication and a receipt for binding and must file all forms required in the Thesis Office by the filing date (see Calendar).

Occasionally, a student who has left the campus submits a thesis or dissertation through a second party. The second party is often unfamiliar with the work and rarely has the author's sense of urgency to finish. Therefore, the student should allow extra time to handle questions or problems that may arise. Ultimately, the student, on-campus or off-campus, is responsible for the thesis or dissertation. Questions must be dealt with by the student, not a

second party. It is strongly recommended that students make all arrangements for their theses or dissertations before leaving the University.

Statement of Completion

A Statement of Completion may be obtained from the Graduation Office after the Thesis Release is issued if the student's file is complete in the Graduate Records Office (or college or school office in the case of Fine Arts and Architecture candidates) and all grades have been recorded for the Application for Admission to Candidacy (for master's candidates) or the Program of Study (for doctoral candidates). The Statement, which may be used in place of the diploma, shows the month of graduation and the date all the requirements for the degree are completed. Diplomas are mailed to students by the Graduation Office approximately 3 months after the closing date of the semester of graduation.

University Regulations

Topic Approval

The supervisory committee is responsible for approving topics for theses and dissertations. No thesis or dissertation subject may be approved that prevents the completed manuscript from being made available for public use by the time the degree is granted.

Human Subjects

Research that involves the use of human subjects must be approved in advance by the Institutional Review Board (IRB). Responsibility for approval is divided into medical and nonmedical areas. Proposals must be submitted to the IRB, and a copy of the IRB approval must be filed with the student's permanent records in the Graduate Records Office. Specific instructions for obtaining approval are available from the student's department chair.

Contract Research

According to the standard research agreement for sponsored, contract work, the University of Utah, ". . . as a state institution of higher education, engages only in research that is compatible, consistent and beneficial to its academic role and mission and therefore significant results of research activities must be reasonably available for publication. The University agrees, however, for a period not to exceed six (6) months following completion of the project, that it will obtain sponsor approval prior to publication, which approval will not be unreasonably withheld by sponsor. University agrees to keep confidential any sponsor proprietary information supplied to it by sponsor during the course of research performed by the University, and such information will not be included in any published material without prior approval by sponsor" (Office of the University of Utah Vice President for Research).

Oral Defense

The supervisory committee schedules a public oral examination at which time the candidate must defend the thesis or dissertation satisfactorily. The departmental director of graduate studies and the supervisory committee determine how the oral defense is publicized. The supervisory committee approves the manuscript after a successful defense.

Submission of Copies

The required three copies of the completed thesis or dissertation on approved thesis paper must be submitted to the Thesis Office for distribution to the University of Utah Libraries for public use and to the departmental libraries.

Publication of Theses and Dissertations Involving Patents and Restricted Data

Departures from the policies above must be approved by the dean of The Graduate School, in consultation with the Graduate Council, and can be made only in exceptional circumstances in which a delay is required. Examples are (a) to protect the rights of patent applicants, (b) to prevent unjust economic exploitation, and (c) to protect the privacy of research subjects.

To protect the rights of patent applicants (a above) and to prevent unjust economic exploitation (b above), the dean of The Graduate School, in consultation with the Graduate Council, may delay granting of the degree and/or publication of the thesis or dissertation. The department chair, with the knowledge of the dean of the college, must approve requests for this action. In either case the delay should be no longer than 3 months, with possible extensions up to 1 year from the completion of the thesis or dissertation if approved by the Graduate Council. Completion is understood to mean that the student has deposited three copies of a manuscript approved by the thesis editor, these three copies have been processed by the editor, and all files are complete in Graduate Records. If a delay is approved, a good faith effort must be made to file for the patent in a timely manner. In the case of protecting the privacy of research subjects (c above), such action shall take place upon terms and conditions on which the candidate, the supervisory committee, and the dean of The Graduate School agree.

If confidentiality is necessary to preserve either domestic or foreign patent rights, the student has the right to reveal the contents of the thesis or dissertation, in draft or final form, to prospective employers or others critical to the student's interests. However, the contents of a thesis or dissertation may be revealed only in such manner and under such conditions and restrictions as will fully protect under law the actual or prospective patent rights of all interested persons.

If a completed thesis or dissertation is being held by a graduate student's supervisory committee or by the department in apparent violation of the above guidelines, the student should notify the dean of The Graduate School and the vice president for Research. The vice

president for Research and the dean of The Graduate School may direct the University's patent attorney to determine if there is a legitimate patent reason for the delay.

Content Requirements

Master's and doctoral candidates must submit a thesis or dissertation " . . . embodying the results of scientific or scholarly research or artistic creativity which gives evidence of originality and ability in independent investigation and is a contribution to knowledge or the creative arts." Manuscripts " . . . must show a mastery of the relevant literature and be represented in acceptable style. The style and format . . . are determined by departmental policy and registered with the thesis editor, who approves the style and format of individual [theses and] dissertations in accordance with departmental policy" (*The University of Utah Policy and Procedures Manual [PPM]*, Vol. II, No. 9-9.3, p. 3).

The contents of the thesis or dissertation must meet the standards of the college, the department, and the supervisory committee of the candidate. Style, content, and documentation of the thesis or dissertation are approved by the supervisory committee. The thesis editor approves format, editorial style, and physical permanence of the manuscript prior to graduation.

Coauthored Theses and Dissertations

Coauthors as degree candidates. A single thesis that a student has coauthored with another student (or students), each of whom is a candidate for a master's degree, may be submitted provided the supervisory committee gives prior recommendation and approval to each student's role in the collaboration, the thesis represents the work equivalent of a single, independent thesis for each coauthor (i.e., the scope, depth of analysis, and sophistication of approach reflect the work of more than one author), and it is evident that each student has made a significant contribution to the thesis. Candidates for the doctoral degree may not collaborate on a single dissertation.

Material coauthored with nonstudent(s). A degree candidate may use material that has been coauthored with a nonstudent (e.g., faculty member, research director) as part or all of a thesis or dissertation if the supervisory committee recommends the material be included and has determined the candidate's role in the collaboration " . . . gives evidence of originality and ability in independent investigation and is a contribution to knowledge or the creative arts" (*PPM*, Vol. II, No. 9-9.3, p. 3).

Multiple author releases required. In all cases of multiple authorship, releases from the coauthor(s) must be submitted to the thesis editor prior to graduation. Forms for the legal release required are available in the Thesis Office.

Approval Requirements

Before the final duplication of the manuscript and submission of the copies for a Thesis Release, approvals must be received from the supervisory committee members, who sign the Supervisory Committee Approval form; from the final reader of the manuscript and the chair of the department (or dean of the college/school), who sign the Final Reading Approval form; and from the thesis editor, who issues Format Approval.

Publication Requirements

Master's candidates in nursing. Candidates for the degree of Master of Science in Nursing are required by their college to publish their theses through ProQuest Information and Learning Company (PQIL). Students must fill out and sign the PQIL Thesis Agreement and pay the fee for microfilming. The required form is given to the candidate when Format Approval is given by the thesis editor; the form is submitted to the Thesis Office with the final three copies of the manuscript.

Doctoral candidates. Doctoral dissertations must be available to other scholars and to the general public. The University publication requirement is met if one of the following occurs:

1. The entire dissertation is submitted to ProQuest Information and Learning Company and copies are made available for public sale.
2. The abstract only is published if the entire dissertation has been previously published and distributed, exclusive of vanity publishing. The doctoral candidate may elect to microfilm the entire previously published work.

Regardless of the option chosen, each doctoral candidate also must submit three copies of the dissertation, one of which will be shelved for public use in the University of Utah Libraries.

Publication Through ProQuest Information and Learning Company (PQIL)

PQIL, in Ann Arbor, Michigan, microfilms and publishes doctoral dissertations and master's in nursing for most major universities in the United States and distributes them on demand. Upon payment of the fee for microfilming, PQIL publishes the abstract in *Dissertation Abstracts International* (master's theses are published in *Masters Abstracts*), lists the dissertation in an index (master's theses are listed in special subject catalogs that are periodically prepared), reproduces and sells copies of the manuscript digitally, in microform, or in paper copies upon request, and pays royalties of 10% to authors on sales of seven copies or more in a calendar year. PQIL also registers claim to copyright with the Register of Copyright and supplies the required two copies of the manuscript to the Library of Congress upon payment of an additional fee.

Copyright

U.S. copyright law is complex. This section is intended as a basic summary of how to protect one's own work and how to avoid infringing upon the work of others. Specific questions regarding the copyright laws as they pertain to theses and dissertations may be directed to the thesis editor.

Copyrighting the Manuscript

Public Law 94-553, the Copyright Act of 1976 that took effect January 1, 1978, has several provisions that apply to writers of theses and dissertations. Under this law, copyright of a work belongs automatically to the author(s) once a work is "fixed in a tangible form of expression" (i.e., recorded, written down, filmed).

Copyright protection is obtained by placing notice of copyright in all final copies of the thesis or dissertation and the extra abstract submitted to the Thesis Office. Notice of copyright must be placed in all copies of a published work. Theses and dissertations are considered published when shelved in a public library and made available to patrons.

The notice of copyright protects the author among nations that are signatories to the Universal Copyright Convention. The phrase "All Rights Reserved" adds protection in some South and Central American countries that are not signatories to the Universal Copyright Convention.

Duration of copyright. For all works created on or after January 1, 1978, protection by copyright lasts for the author's lifetime plus 50 years after the author's death. Duration of copyright for works created prior to January 1, 1978, may vary, but the potential copyright duration is 75 years.

Registration of copyright. Although it is not necessary for copyright to be registered because copyright exists once the work is "fixed in a tangible form of expression," registration offers added protection by placing the details of a copyright claim on public record.

Students may register their claim to copyright, if desired, by filling out Form TX (available in the Thesis Office) and sending the form with the required fee and two copies of the manuscript to Register of Copyrights, Library of Congress, Washington, DC 20559.

All doctoral students and master's students in nursing may have PQIL register the claim for them if the work has not been published previously. The student fills out the required information on the microfilm agreement form, signs the form, and includes the required fee when the final copies of the manuscript are submitted to the Thesis Office. The fee cannot be paid to the University Cashier. Only a certified check or money order (no personal checks) payable to PQIL may be used. PQIL charges \$45 for the registration service but supplies the two copies of the work required by the Register of Copyrights.

Infringement. If the claim to copyright has been infringed and registration occurred within 3 months of publication or before the infringement, the owner of the registered copyright may file suit for statutory damages and attorney's fees. If the copyright is not registered, the copyright owner must prove actual damages in an infringement suit.

Avoiding Infringement

To avoid infringement, assume that materials are copyrighted. Materials published subsequent to March 1, 1984, may be copyrighted even if the copyright notice does not appear. Assume that permission is required for reproduction of copyrighted materials. In some cases, determining if material requires permission to quote may necessitate inquiries to more than one publisher or author. It is the student's responsibility to contact the necessary parties to determine whether permission is necessary and to obtain permission to reprint any material "extensively" used. Sufficient time must be allocated to make inquiries and receive permissions.

Material requiring permission to quote. Written permission from the owner(s) of the copyright must be obtained if extensive use is made of copyrighted material in a thesis or dissertation. Although the definition of "extensive" may vary from publisher to publisher, certain guidelines are available. Use of **one** table, figure, photograph, or other illustration from a copyrighted source is considered "extensive" and permission must be sought to reprint.

For prose quotations, a general guideline is that 300 to 500 words may be directly quoted without requesting permission ("fair use"). However, the proportion of the material used is often a better guide. An author should request permission to quote 500 words from a short article but probably need not request permission for 500 words from a lengthy textbook. Although the law is not very specific as to what constitutes fair use, quotations must not be allowed to overshadow the writer's own work.

Poems, musical compositions, words or music of popular songs, questionnaires or other instruments, or recordings should be quoted only with permission from the copyright owners. Use of copyrighted materials without permission may be regarded as copyright infringement, and the user may be subject to damages in an infringement suit.

Material not requiring permission to quote. Permission is not required to quote directly from works in the public domain (i.e., works that have never been copyrighted, most U.S. government publications, or works on which the copyright has expired).

In some instances, material such as a table or figure that has been used from a copyrighted source may be **substantially** adapted (i.e., presented in a different manner), in which case copyright permission generally is not required. A statement indicating an adaptation (e.g., "adapted from reference 15" or "adapted from Jones, 1983") must be typed on the table or figure.

Obtaining permission to quote copyrighted material. Permission to quote copyrighted material is federal law. It is also common courtesy expected among professionals. Students

should plan well in advance, as permissions are rarely obtained in less than a month. If time is short, a phone call to the copyright holder may speed the process.

Often a publisher grants permission contingent upon author approval. In such cases, a student must contact both publisher and author to meet legal requirements. A thesis or dissertation using copyrighted materials cannot be released (i.e., graduation is delayed) until all permission forms have been filed in the Thesis Office.

"Permission to Quote Copyrighted Material," a form used to request permission, is available in the Thesis Office. The student sends the form to the publisher and/or author, enclosing a stamped return envelope, and the form is returned by the copyright owner(s) to the Thesis Office. Facsimiles (FAX) of the signed forms are acceptable. For all doctoral students and master's candidates in nursing, the copyright owner must agree to the contract the student executes with PQIL. For this reason, the PQIL contract is reprinted on the "Permission to Quote Copyrighted Material" form that doctoral and master's students in nursing use. Sample forms are included in Appendix A.

Some publishers specify a "credit line" be placed on reprinted material when granting permission for use. The credit line often includes the publisher's name, the copyright line, and the words "reprinted by permission." The student must use the **exact** credit line requested by the copyright owner and place the credit line where required (usually on the first page of the material quoted or on each table or figure used).

Restrictions on the use of copyrighted material. Some copyright owners grant permission for use of material in a thesis or dissertation, but if the thesis or dissertation is to be commercially published at a later date, the author needs to reapply for permission.

Students should be aware that copyright owners may charge a fee to reprint material, although this is uncommon in the case of scholarly or noncommercial publication.

In some cases, the owner of the copyright to an instrument, questionnaire, scale, or test sells copies of the item for use in data gathering, gives permission to use the item in the course of research, or both. Generally, the permission to use an instrument in data gathering is **NOT** permission to reprint the entire instrument in the thesis or dissertation. If students plan to reprint a copyrighted instrument, questionnaire, scale, or test in the thesis or dissertation, they should arrange for that specific permission on the form required.

Citation of Sources

The student should distinguish the necessity for obtaining copyright permission from the requirement for citation of sources. Sources always must be cited whenever use is made of the material of others, even if the use is limited and no copyright permission is necessary. Direct use of the work of others without citing the source is plagiarism.

Further Information on Copyright

A useful source of information is the U.S. Government Printing Office, which may be found on the Web at <http://bookstore.gpo.gov/> or telephoned at 1-888-293-6498. The Copyright Law of the United States of America is available at www.loc.gov/copyright. The U.S. Government Printing Office also has several informative books.

Use of Journal Articles in Theses or Dissertations

Obtaining Approval

If students wish to use articles accepted or published by reputable scholarly journals in a thesis or dissertation or to type the thesis or dissertation in the style of a particular journal for subsequent submission, they must first obtain the recommendation and approval of the supervisory committee. Students then should check with the thesis editor to see if the journal is accepted by the dean of The Graduate School. If the journal is not on the list of department-approved journals maintained in the Thesis Office, the chair of the department or the director of graduate studies must notify the thesis editor of departmental approval of the journal, and the student must submit a sample of the journal and/or journal guidelines.

Use of Previously Published Material

A thesis or dissertation containing one or more articles published by a scholarly journal must meet all format specifications outlined in this handbook. The manuscript must have a title page, signature pages, abstract, and table of contents. Previously published articles are treated as separate chapters (or sections). They may be combined in a manuscript with chapters that have not been previously published. Reprints used in theses and dissertations must meet University margin and print size requirements. Reprint pages must be numbered in sequence with the rest of the manuscript.

If the reprint does not meet margin and print size specifications, it must be reformatted. Tables and figures must be properly numbered, referred to by number, and properly placed within the article; they may not all be placed at the end of the article.

More than one reprint may be used in the thesis or dissertation if the specifications noted above are met and the supervisory committee considers the subject materials to be related. One reprint may be used as all of the thesis or dissertation if the specifications noted above are met.

Use of published articles, each with its own abstract, for the entire thesis or dissertation requires that a summarizing abstract be used in the preliminary pages. The title of the thesis or dissertation must pertain to all articles. Format may differ among articles published by different journals.

Any use of previously published material requires that permission to quote copyrighted material be obtained from the copyright owner(s) and filed in the Thesis Office. Multiple author release(s), if required, also must be filed.

Use of Material Accepted for Publication

An article or articles that are accepted by journals but have not yet been published may be used as part of a thesis or dissertation. The student may follow the instructions to contributors in regard to format if the instructions do not conflict with the format specified in this handbook. Running heads (i.e., an abbreviated title of the manuscript often with the author's last name printed in the upper margin of each page) may not be used, and tables and figures must be referred to by number in the text and placed after their first reference.

Property Rights

When accepted in partial fulfillment of the degree requirements, theses and dissertations become the property of the University of Utah with the following limitations:

- Publication rights are reserved by the author, subject to the provisions of research contracts, patent rights, or other agreements made by the author with the University.
- When a thesis or dissertation consists of a creative work (dance, art, music) that cannot be placed in the archives of the University of Utah Marriott Library, a permanent record in duplicate (film, videotape, CD-ROM, photographs, etc.) and three copies of the description and commentary on the work, using the same general format as a more traditional thesis or dissertation, must be prepared for deposit in archives, the library stacks, and the department.

CHAPTER 2

CONTENT AND ORGANIZATION OF THE MANUSCRIPT

In this chapter, each component of the manuscript is listed in the order it occurs. Format details are specified for each page. Samples of the major parts of the manuscript are found in Appendix A. (All print should be a minimum of 2 millimeters; see Chapter 4.)

Preliminary Pages

Preliminary pages are, in order, the title page; copyright page; Supervisory Committee Approval form; Final Reading Approval form; abstract; dedication (optional); frontispiece (optional); epigraph (optional); table of contents; lists of tables, figures, symbols, and abbreviations; and acknowledgments (optional).

All of the preliminary pages are counted in sequence (except the copyright page, which is neither counted nor numbered). Any page with a major heading on it (title page, abstract, table of contents, etc.) is counted, but no page number is typed on the page. Second pages to the abstract, table of contents, lists, acknowledgments are numbered with lower case Roman numerals centered within the thesis margins one line above the 1-inch bottom margin. See Appendix A for samples of preliminary pages.

Title Page

The title page is page i of the manuscript (unnumbered).

Title. The title of the thesis or dissertation is typed in all capital letters. The title should be placed in the same size and style of font as that used for major headings throughout the manuscript. If longer than 4 1/2 inches, the title should be split and placed on two or more lines with the first line the longest and subsequent lines successively shorter (inverted pyramid). The title has a double space (equivalent to one blank line or nominally 1/4 inch) between lines if it is longer than one line. The title should be a concise yet comprehensive description of the contents for cataloging and data retrieval purposes. No initials, abbreviations, or acronyms are to be in the title. Numerals, formulas, superscripts, subscripts, or symbols must be avoided in the title. The title page must be in the same print (font) style and size as the rest of the manuscript.

Name. The title page includes the **full legal name** of the author. The name is typed in upper-case and lower-case letters, not all capital letters. If more than one student submits a single thesis, the spacing between the title and the names is adjusted, and the names are listed as follows:

TITLE
by
Full Legal Name
and
Full Legal Name
(dual authors)

Statement. The statement "A thesis submitted to the faculty of The University of Utah in partial fulfillment of the requirements for the degree of" appears in the middle of the title page (see Appendix A for format). For doctoral candidates the phrasing reads "A dissertation submitted" If more than one student submits a single thesis, the word "dual" (in the case of two) or "multiple" (three or more) is inserted before the word "thesis" in the statement, and the spacing on the first line of the statement is adjusted so that it is centered within the thesis margins.

Degree. The appropriate degree follows six lines below the statement. The name of the department, preceded by "in," is used with the name of the degree only if the name of the degree is **different** from the name of the department (e.g., a student receiving a doctorate in history would use the words "Doctor of Philosophy" only, whereas a student receiving a master's degree in geology would use the words "Master of Science in Geology" because the name of the department is Geology and Geophysics).

Department. The full name of the department is listed on the title page.

University. "The University of Utah" is listed a double space below the department name.

Date. The date appears on the title page a double space below "The University of Utah." Only the month and year appear, with no punctuation separating them. The month indicates the **last month** in the semester the degree is granted: fall semester, December; spring semester, May; summer semester, August.

Copyright Page

The copyright notice follows the title page but is neither counted nor numbered. A copyright notice appears in every copy of the thesis or dissertation and with the extra abstract. The notice, as illustrated below, is centered within the thesis margins and the top and bottom margins of the page.

Copyright © Student's Full Legal Name 2001

All Rights Reserved

There is a double space between the name and "All Rights Reserved."

Supervisory Committee Approval Form and
Final Reading Approval Form

The Supervisory Committee Approval form is page ii, unnumbered. The Final Reading Approval form is page iii, unnumbered. The Supervisory Committee Approval form and the Final Reading Approval form are available in the Thesis Office. (Forms for Fine Arts and Architecture candidates are available in the respective college or school.)

The full legal name of the student is printed (not in all capital letters) on the Supervisory Committee Approval form, centered under the words "of a thesis (dissertation) submitted by." The name appears in the same form as it does on the title page and copyright page of the manuscript (e.g., use John Jay Jones or John J. Jones, not both). The style and size of print (font) must be the same as or complement the rest of the manuscript. The full legal names of the members of the supervisory committee are printed under the lines on the right. Do not list academic degrees (e.g., PhD, RN) after the names of the supervisory committee members. Do not refer to committee members by their academic titles (e.g., Dr., dean). The date signed should be handwritten by each committee member on the short lines on the left of the form.

On the Final Reading Approval form, the full legal name of the student is printed after the words "I have read the thesis (dissertation) of." The name is not printed in all capital letters. The full legal name of the final reader of the manuscript is printed below the line and above the words "Chair: Supervisory Committee." The full legal name of the chair of the major department or dean of the college (whichever applies) is printed, centered, below the line but above the words "Chair/Dean." The name of the dean of The Graduate School is already filled in on the form. For students in Fine Arts and Architecture, the Supervisory Committee and Final Reading Approval forms are specific to their college or school. The name of the dean of their college or school is printed on the Final Reading Approval form instead of the name of the dean of The Graduate School.

There can be no corrections on the pages that are bound in the three volumes finally submitted to the University because the signature forms are considered legal documents certifying the acceptance of the thesis or dissertation. Three copies of each original form on which the appropriate names have been printed are made on one of the approved thesis papers prior to having each form signed in black ink by the committee members. Photocopies of the signatures are not acceptable. The approved papers are discussed in Chapter 4. The type of paper used for the final three copies of the manuscript should be the same throughout. Therefore, the student should use the same type of paper for the signature forms as for the rest of the manuscript.

The Supervisory Committee Approval form is signed after the successful oral defense of the thesis or dissertation. The Final Reading Approval form is signed by the chair of the supervisory committee after the manuscript has been reviewed in final form. The final reader asserts that the student's manuscript has been read in its final form and that "(a) its format, citations, and bibliographic style are consistent and acceptable; (b) its illustrative materials including figures, tables, and charts are in place; and (c) the final manuscript is satisfactory to the supervisory committee and is ready for submission to The Graduate School."

After obtaining the signatures of the committee members and the final reader on three copies of each signature form, the student submits the thesis or dissertation to the department chair or dean of the college for approval. The signature of the dean of The Graduate School is not given until the final three copies of the manuscript have been approved by the thesis editor. Students are not responsible for obtaining the signature of the dean of The Graduate School on the Final Reading Approval form. Those in Fine Arts and Architecture, however, must obtain the signature of their dean before submitting final copies.

If students want additional copies of the signature forms with original signatures for personal use, they should prepare them at the same time. None of the three copies discussed above is returned to the student.

Abstract

The abstract is page iv, unnumbered. The abstract is a concise, carefully composed summary of the contents of the thesis or dissertation. In the abstract, the author defines the problem, describes the research method or design, and reports the results and conclusions. No diagrams, illustrations, subheadings, or citations appear in the abstract. The abstract is limited to 350 words (approximately one and one-half pages double-spaced). The word ABSTRACT is placed (2 inches from the top edge of the paper) in all capital letters. Following a triple space (1/2 to 3/4 inch for most fonts), the abstract text begins, with the first line indented the same number of spaces as the paragraphs in the remainder of the manuscript. The text of the abstract must be double-spaced.

For the abstract that is bound with the manuscript, if there is a second page of text it is numbered "v" (lower case Roman numeral) and centered, 1 inch from the bottom of the page.

In addition to the abstract bound within the thesis or dissertation, one extra copy of the abstract of all master's and doctoral candidates is filed according to department in *University of Utah Abstracts of Theses and Dissertations*, available in Special Collections in the Marriott Library. A second copy of the extra abstract of all doctoral candidates is published in *Dissertation Abstracts International*. Master's candidates in nursing also submit an abstract to be published by PQIL; this abstract may be no longer than 150 words (approximately three quarters of a page).

For the extra abstracts, if there is a second page of abstract text, it is numbered with the Arabic numeral "3" in the upper right-hand corner of the page (unnumbered title page is counted as page 1, unnumbered first page of abstract text is counted as page 2). The page

number is placed a double space above the first line of text. The number is placed at the edge of the right margin.

If a manuscript is written in a foreign language, the abstract is in the same language, but an English version (or translation) of the abstract must precede the foreign language abstract. The two abstracts are listed as one in the table of contents. The first page of each version is unnumbered but counted. If there is a second page to each version of the abstract, the page number (lower-case Roman numeral) is centered 1 inch from the bottom of the page.

The extra abstract for foreign language manuscripts also must be submitted in English and the foreign language. If there are second pages to the abstract, the second page of the English version is numbered "3" and the second page of the foreign version "5" in the upper right-hand corner.

Dedication

The dedication is an optional entry; enumeration continues in sequence, but no page number appears on the page. A dedication follows the abstract and precedes the table of contents. Often only one or two lines, a dedication is centered within the top and bottom margins of the paper and within the thesis margins. It is not labeled "Dedication" and is not listed in the table of contents.

Frontispiece, Epigraph

These are rarely used entries. The frontispiece is an illustration that alerts the reader to the major theme of the thesis or dissertation. An epigraph is a quotation of unusual aptness and relevance.

Contents or Table of Contents

The table of contents follows the abstract (or dedication if one is used). The word CONTENTS (or TABLE OF CONTENTS) is placed 2 inches from the top edge of the paper in all capital letters. Following a triple space, the table of contents begins (see the samples in Appendix A). The table of contents, essentially an outline of the manuscript, lists the preliminary pages beginning with the abstract (page iv). It does not list a frontispiece, dedication, or epigraph if these are used, nor is the table of contents listed in the table of contents; these pages are, however, counted.

All main sections and all first-level subheadings of the manuscript are listed in the table of contents. It is not necessary and, in manuscripts with numerous second- and third-level subheadings, it is not recommended to list other than first-level subheadings. Beginning page numbers of each section listed are lined up with each listing by a row of evenly spaced, aligned periods (period leaders). Page 1 begins the text. The numbers, titles, and subheadings of chapters or sections used in the table of contents must agree **exactly** in wording and capitalization with the way these divisions appear in the text.

The table of contents reflects the relationship of the major sections and subsections. Chapter or section titles appear in all capital letters, as do titles of appendices. First-level subheadings have only the first letter of major words (or the first letter of the first word depending on how they appear in the text) capitalized. Subheadings are neither underlined nor italicized in the table of contents. If the table of contents continues to a second page, the second page of text begins 1 inch from the top of the paper. The second page of the table of contents is not labeled "Table of Contents Continued" (see the table of contents at the beginning of this handbook as an example). Main headings are followed by a double space in the table of contents; all subheadings have no extra space between entries. The words "Chapter" and "Appendices" are used as referents only, printed above the list of entries. The word "Chapter" or "Appendix" is not repeated with each entry.

Lists

The enumeration continues in sequence; no number appears on pages with MAIN HEADINGS. A list of tables, a list of figures, a list of symbols, a list of abbreviations, or a glossary may be used if necessary. All lists follow the table of contents. The title is placed 2 inches from the top edge of the paper in all capital letters: LIST OF TABLES. Following a triple space, the list begins (see the samples in Appendix A). A list of tables or a list of figures is required if there are 5 to 25 entries. Lists with fewer than 5 entries or more than 25 are not recommended. It is not permissible to combine a list of tables and figures. In a list, the word "Table" or "Figure" should be used as a referent only, printed above the number of the table or figure. The word "Table" or "Figure" is not repeated with each entry (see the samples in Appendix A).

As noted for entries in the table of contents, the listing of tables and figures must agree **exactly** in wording, capitalization, and punctuation with the title or caption of the table or figure. (An exception to this rule occurs if the table title appears in all capital letters on the table itself; table titles in the list of tables are not typed in all capital letters.) Capitalization in lists must be consistent and must agree with textual entries. The first letter of the first word of the title or caption may be capitalized, or the first letter of major words may be capitalized. Capitalization styles may not be mixed. In the case of long titles or captions, care should be taken to make the first sentence convey the essential description of the item. The first sentence alone then can be used in the list. Long captions may not be summarized.

The page on which each table or figure appears is listed at the right margin of each list. The table title or figure caption begins at the left margin. As in the table of contents, the page numbers are lined up with each entry by a row of evenly spaced, aligned periods (period leaders). If a table or figure occupies more than one page, only the initial page number is listed. If the title or legend of a table or figure appears on a part-title page preceding the table or figure, the page number reference in the list is to the number of the part-title page.

If a list continues to a second page, the second page of text begins 1 inch from the top of the paper. The second page is not labeled "List of Tables Continued" or "List of Figures Continued." Entries in lists have no extra space between lines within an entry and a double space between each entry.

A list of symbols and abbreviations or a glossary does not replace defining terms, symbols, or abbreviations upon their first occurrence in the text.

Acknowledgments

The enumeration continues in sequence; no number appears on the page. Acknowledgments is an optional entry. A separate acknowledgment page is used only when there is no preface or foreword to the thesis or dissertation. If a preface is used, the acknowledgments are added to the end of the preface, do not appear separately, and have no separate heading. The preferred spelling of acknowledgments is without an "e" following the "g." "Acknowledgements," however, is also an acceptable spelling. The spelling in the heading on the page and in the listing in the table of contents must be consistent. The word ACKNOWLEDGMENTS is placed 2 inches from the top edge of the paper in all capital letters. Following a triple space, the acknowledgments begin. The text of the acknowledgments must be double-spaced. In the acknowledgments, students may wish to recognize special assistance from committee members, friends, or family members who may have assisted in the research, writing, or technical aspects of the thesis or dissertation. Individuals employed to prepare the manuscript (typists, editors) are not acknowledged. Acknowledgments should be simple and tasteful. Ironic, off-the-cuff, or embarrassing remarks are not recommended. Research fundings, grants, and/or permission to reprint copyrighted materials should be acknowledged.

Preface

The enumeration continues in sequence; no number appears on the page. This is an optional entry. The word PREFACE is placed 2 inches from the top edge of the paper in all capital letters. Following a triple space, the preface begins. The text of the preface must be double-spaced. A preface includes the reasons for undertaking the study, the methods and design of the researcher, and acknowledgments. Background data and historical or other information essential to the reader's understanding of the subject are placed in the text as an introduction, not in the preface. Theses and dissertations generally do not contain a foreword (i.e., a statement about the work by other than the author).

The Text

The text follows the preliminary pages and is numbered with Arabic numerals. Page numbers of the text are in the upper right corner of the paper no higher than 3/4 inch from the top edge of the paper and a double space above the first line of text. The number is placed so that it does not extend into the 1-inch right margin. Pages with MAIN HEADINGS (the first page of chapters or sections) are counted in sequence with the rest of the text (beginning with page 1); however, no number appears on main heading pages. The heading of each major section, e.g., INTRODUCTION, CHAPTER 1, CHAPTER 2, is placed 2 inches from the top edge of the paper in all capital letters. Following a triple space, the title for numbered chapters appears in all capital letters. Following another triple space, the text begins. If

chapter numbers are not used, a triple space separates the title from the first paragraph of the text.

The organization of the text is the responsibility of the author and the supervisory committee and varies by discipline and subject. The text must be well organized and must adhere to standards in the author's field.

The text may begin with a separate introduction, or the introduction may form all or a portion of the first chapter or section. Text may be divided into chapters, numbered with Roman or Arabic numerals (but not both), each chapter having its own title.

Another option is to divide the text into sections. If this option is chosen, the section divisions may or may not be numbered. For example, if the text is divided into INTRODUCTION, REVIEW OF LITERATURE, METHODS, RESULTS, and DISCUSSION (or other similar divisions), the INTRODUCTION may be assigned the number "1" and other sections numbered sequentially or only the word INTRODUCTION may stand as the section title.

The text must be double-spaced throughout. No additional space is inserted between paragraphs.

Division into Parts

Long manuscripts may be divided into separate parts composed of related chapters. Individual parts may or may not be titled, but they must be numbered. Each part is then preceded by a part-title page (see Appendix A). The part number and title (if used) are typed in all capital letters, centered within the thesis margins and between the top and bottom margins of the paper. If both part number and title are used, there is a triple space after the number and before the title. The page is counted in sequence with the rest of the manuscript, but no number appears on the page. The chapter number or title of the first section of the first part begins on the page following the part-title page 2 inches below the top edge of the paper. The chapters or sections, if numbered, are numbered consecutively throughout the text.

If part-title pages are used to designate separate parts in a manuscript, they also must be used before each appendix (if used) and before the references (or selected bibliography). Format and numbering are the same as described in the preceding paragraph. When part-title pages are used with appendices and references, the title of each section is not repeated on the following page, and the text begins 1 inch from the top edge of the paper.

Quotations

Quotations three lines of print or less require double quotation marks. They also must have citation and page numbers listed for them. Quotations longer than three lines of print are indented from both the right and left margins and have no extra space between lines. A quotation blocked in this manner is separated from the text by a double space. Quotation

marks are not used with a block quotation unless quotation marks appear within the source quoted. Citation and page numbers must be listed for block quotations.

Headings

Headings establish the organization of the manuscript (much like an outline). There are two types of headings in any manuscript: main headings and subheadings. Main headings are centered, printed in all capital letters, and used for chapter or section titles and numbers (CHAPTER 1, INTRODUCTION), the titles of the preliminary divisions of the paper (ABSTRACT, TABLE OF CONTENTS, LISTS, ACKNOWLEDGMENTS), and other major sections of the paper (APPENDIX, REFERENCES). Subheadings are not printed in all capital letters.

Spacing. Main headings always are followed by a triple space. Freestanding subheadings (i.e., all subheadings except paragraph headings) are preceded by a triple space and followed by a double space. If two subheadings follow one another with no intervening text, the second subheading is preceded by a double space. Paragraph headings are preceded by a double space only. (See Appendix C for a comparison of spacing requirements.)

Main headings of two or more lines always have a double space between lines. Subheadings on two or more lines may have no extra space or a double space between the lines, but the spacing must be consistent throughout the manuscript.

Centering. All centered main headings and subheadings must be centered within the thesis margins, not the edges of the paper. The center of the thesis margins is 4 1/2 inches from the left edge of the paper because of the 1 1/2-inch left margin.

Length. Main headings and subheadings over 4 1/2 inches in length are split and placed on two or more lines with the first line the longest and subsequent lines successively shorter (inverted pyramid form).

Placement. Main headings (i.e., those in all capital letters) always begin a new page of text and are placed 2 inches down from the top edge of the paper. If the main heading is preceded by the word "CHAPTER" and its numerical designation, the word "CHAPTER" and the Roman or Arabic numeral following it begin 2 inches from the top edge of the paper. After a triple space, the title of the chapter follows. The text begins after a triple space if no subheadings are used. If a subheading follows the main heading, the text begins after a double space.

Subheadings do not begin on a new page of text unless the text on the preceding page continues to the usual bottom margin or if there is not enough room on the preceding page for at least two lines of text to follow the subheading. Subheadings are used for divisions of the various chapters or sections of the manuscript. Subheadings must be used in descending order and must be used **consistently throughout** the manuscript. Many students use no more than one or two levels of subheadings. Some, however, require additional levels (see Figure 1).

CHAPTER 1

FORMAT FOR HEADINGS AND SUBHEADINGS

Notice that if the main divisions of the manuscript are designated as chapters, both the word chapter and the title of the chapter are placed in all capital letters. If there is no chapter designation, the section title is placed in all capital letters. There is a triple space between the chapter designation and the title and between the title and the first line of text of the first paragraph.

Handling Subheadings

Any freestanding subheading is preceded by a triple space and followed by a double space. The spacing before a freestanding subheading is the same spacing as after a chapter or section title. If, however, two subheadings follow one another without any intervening text, they are separated by a double space only.

First-Level Subheading

Second-Level Subheading

The subheading examples in this figure illustrate five levels of subheading. Most manuscripts do not require that many levels. If only one level of subheading is needed, any of the levels illustrated here may be selected. If two levels are needed, any two levels illustrated may be chosen as long as they are used consistently in descending order. The centered, underlined level is the most superior; the paragraph heading is the lowest order.

Figure 1. Format for subheadings.

Third-Level Subheading

Fourth-Level Subheading

In a scheme requiring four levels of subheadings, the third and fourth levels may be placed flush at the left margin. No subheading is freestanding and indented.

Fifth-level subheading as a paragraph heading. No extra space precedes the paragraph heading because it is not freestanding. The text begins on the same line as the paragraph heading. The subheading is indented the same number of spaces as a usual paragraph. The first word only is capitalized. If a sixth level of subheading is needed, a paragraph heading without underlining (or bold or italics) is used.

For three or fewer levels of subheadings, follow the scheme as outlined below.

MAIN HEADING

Major Subheading (first-level subhead)

Either the first letter of major words or only the first letter of the first word of the subheading may be capitalized in major subheadings. One scheme or the other must be followed consistently. Bold print or italics may be substituted for underlining for any subhead level if previously approved by the thesis editor.

Minor Subheading (second-level)

Either the first letter of major words or only the first letter of the first word of the subheading may be capitalized in minor subheadings. One scheme or the other must be followed consistently. Bold print or italics may be substituted for underlining.

Paragraph heading (third-level). A paragraph heading is indented the same number of spaces as other paragraphs in the manuscript. Only the first letter of the first word of the paragraph heading is capitalized. The paragraph heading is followed by a period and two spaces, with the text on the same line. A paragraph heading is underlined or placed in bold print or italics. No additional space is added to the standard textual spacing preceding it.

Consistency. It is not necessary to use every level of subheading in every section or chapter; however, a subheading level must appear in the same form whenever it is used, and subheadings always must be used in descending order. An outline is an invaluable tool in determining manuscript organization and subheading subordination. The student should first determine the maximum number of subheadings required in any chapter or section to establish the pattern of subheadings. Chapters or sections with fewer than the maximum number of levels use the early levels of the chosen subheading scheme in descending order. In a chapter in which three levels of subheadings are needed and two lower levels have been previously used, a higher order of subheading cannot be inserted to accommodate the additional level (see Figure 2).

Numbering. In some disciplines, subheadings are numbered with a decimal enumeration system. If this system is used, chapters or sections must be numbered with Arabic numerals. The first subheading is then numbered 1.1 followed by the title, the second 1.1.1, and so on. If this system is used, all levels must receive a number.

Tables and Figures

A table is a compilation of data in columns or rows (tabular form). A figure is a visual or graphic presentation or illustration. Photographs, maps, diagrams, plates or schematic presentations all are referred to as figures. Tables and figures must be referred to by number in text. The expressions "the following table/figure" or "the table/figure below" may not be used.

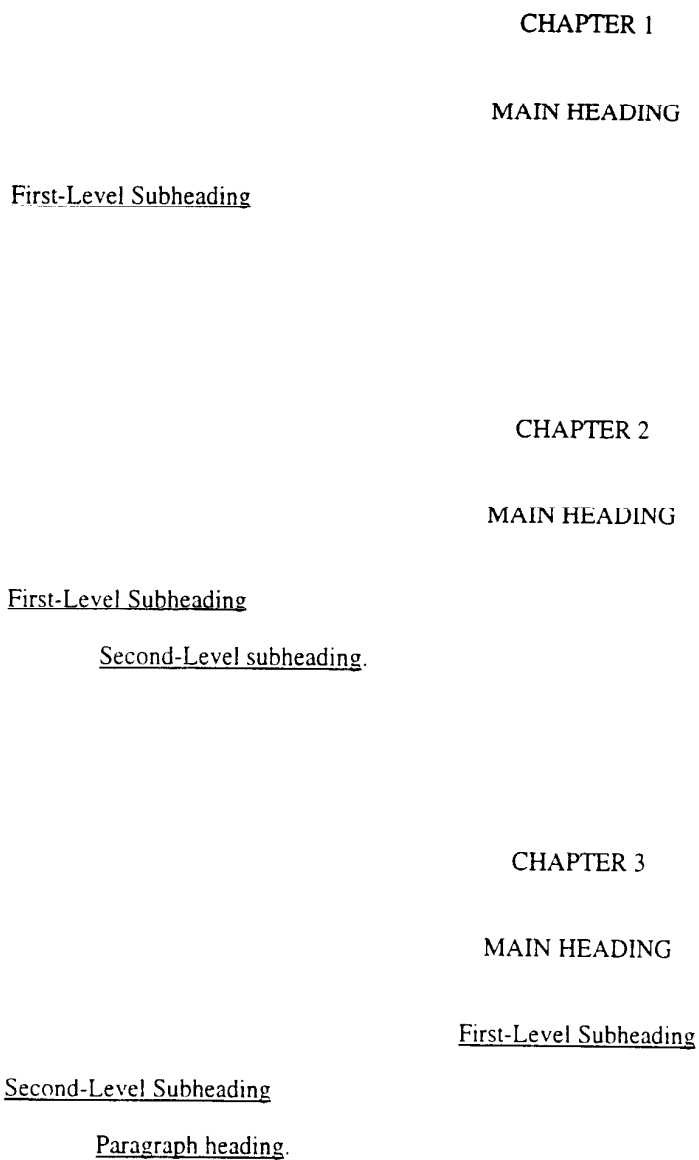


Figure 2. Inconsistent use of subheadings. DO NOT FOLLOW A SIMILAR SCHEME. In Chapter 3 a different order of subheading has been used improperly.

Tables and figures also must be referenced in order (i.e., Table 1, Table 2, Table 3, not Table 1, Table 3, Table 2). Once the item has been referred to, it can be mentioned again out of its sequential order (e.g., it would be perfectly appropriate at this point in the handbook to refer to Figure 2 because it has been mentioned previously. It is not appropriate to refer to Figure 4, however, because Figure 3 has not been mentioned.) Each figure or table appears only once; a figure or table cannot be repeated.

A large table or figure is placed by itself on the page, centered within the thesis margins. Although it is not necessary for large tables or figures to be centered precisely between the top and bottom margins of the paper, tables and figures should be placed so that they look balanced on the page. Full-page tables or figures must be placed on the page immediately following the textual reference.

The easiest method of dealing with tables or figures is to place them on a separate page without text or, if the textual references occur closely together, to group two or more smaller items together on a page without text. If two or more items are placed on a page, they must be separated by a triple space. The page then occurs after the last item on it has been mentioned in the text. If reference to the first figure or table is separated by more than three pages of text from reference to other figures or tables that share the page with the first, the figures or tables are not placed together on a page but appear separately following the first reference.

Tables or figures may appear on a page with text (see Figure 3) if (a) they are first referenced in the text; (b) they begin or end the page (**following the reference**); and (c) at least six consecutive lines of text precede or follow the table or figure. If the reference to the figure or table is at the bottom of the preceding page, the figure or table is placed at the top of the next page, but if the figure or table is referenced at the top of the page, the figure or table is placed at the end of the same page. (A figure or table mentioned at the top of a page is not placed at the top of the following page and a figure or table mentioned at the bottom of a page is not placed at the bottom of the following page.) A figure or table is never placed between two paragraphs in the middle of a page. In addition, when a table or figure is placed on a page with text, it must be separated from the text by a triple space. A table or figure requiring more than one page may not be placed on a page with text. When a table or figure continues to a second page, the number and the word "continued" are placed in the appropriate location.

All figures must be numbered consecutively (1, 2, 3 . . .) throughout the manuscript and appendices or numbered locally (1.1, 1.2 . . . 3.1 . . . A.1) by chapter or major section. Figures cannot be numbered by subsection (within subheadings). The number and caption are placed underneath the figure within the thesis margins. A figure with parts needs a general caption covering all parts; then an explanation of individual parts follows. Parts must be labeled (a, b, c, d). The figure then follows the reference to the last part. Figure captions must be in one consistent format (depending upon the style guide used) throughout the manuscript. All captions for figures must have no space between lines. If there are super- or subscript numbers in the figure captions, however, a double space between lines may be used. All figure captions must be in the same font style and size as the text.

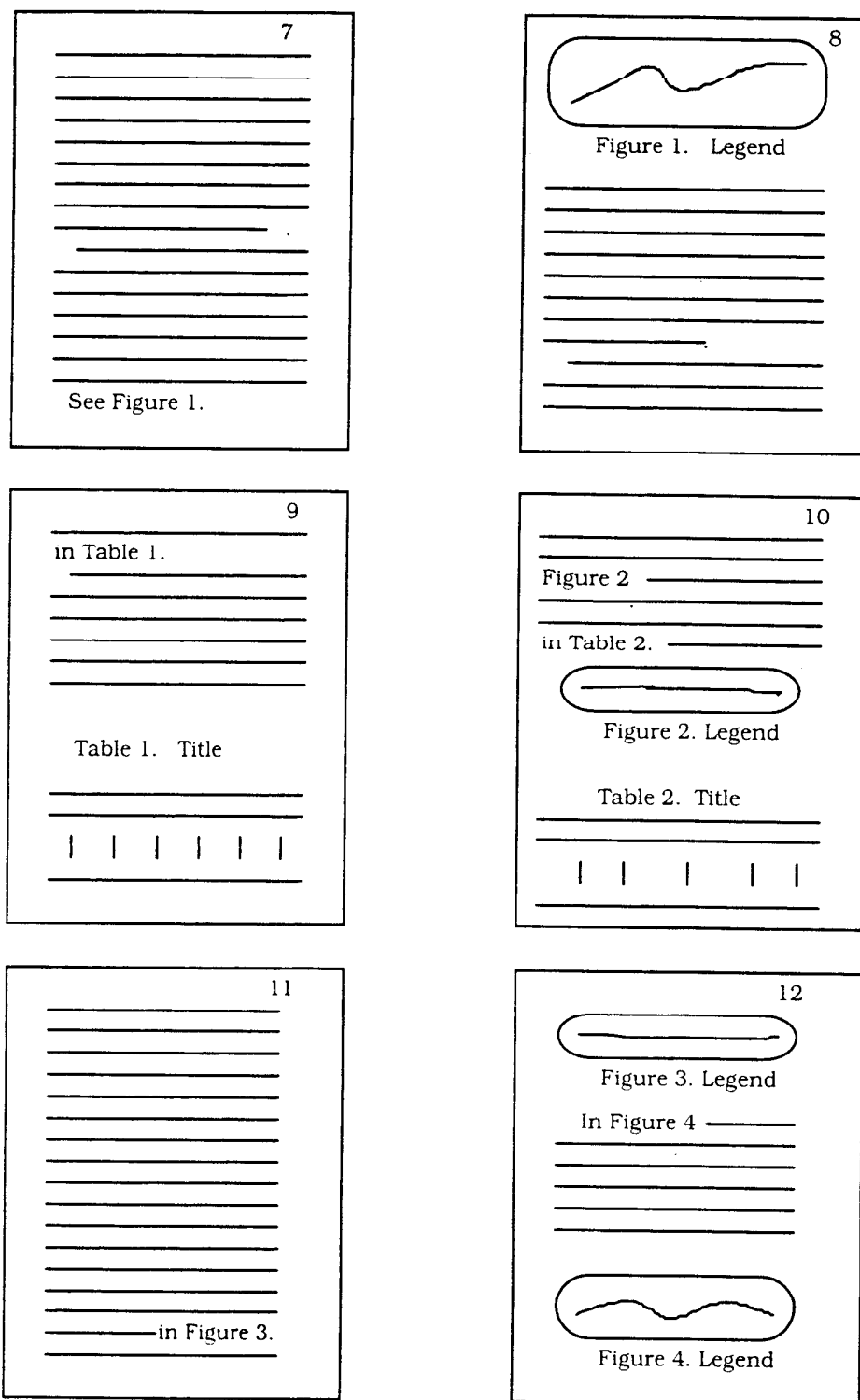


Figure 3. Examples of figure and table placement on a page of text.

Tables also are numbered consecutively (1, 2, 3 . . .) throughout the manuscript, and appendices or numbered locally (1.1, 1.2 . . . 3.1 . . . A.1) by chapter or section. Tables cannot be numbered by subsection (within subheadings). The number and title of each table must be placed above the table. Table titles may have a double space or no extra space between lines, but the spacing should be consistent throughout the manuscript. The spacing between the table title and the table also must be consistent throughout the manuscript. Titles are printed in inverted pyramid form or adhere to the format specified in the style guide used. The length of the longest line of the title should not exceed the width of the table. One consistent format (depending upon the style guide) must be used throughout. All table titles must be in the same font style and size as the text. Table titles are separated from the table by a double space. Regardless of the style guide selected, there are solid, horizontal lines spanning the data presented, below the title, after the column headings, and at the end of the table (see Figure 4). Generally, vertical lines are not necessary in a table. Tables and figures should not be enclosed in thick-lined boxes. Spacing between entries in a table is dependent on the best method of presenting the material. When a table continues to a second page, the table number and the word "continued" are placed above column headers before the table continues.

Local numbering. If tables and figures are numbered locally (i.e., within each main heading), the first table or figure within the first main heading is given the number 1.1, the second 1.2, and so on. If local numbering is used for figures, it also is used for tables. If local numbering is used, the main divisions of the manuscript must be numbered with Arabic (1, 2, 3) numerals. Tables or figures in the appendix of a manuscript numbered locally are numbered A.1, A.2, and so on. Local numbering of tables and figures never exceeds one decimal place (i.e., tables and figures are never numbered according to the numbering assigned to a subheading).

Landscape (broadside) placement. Tables and figures may be landscaped or placed broadside (i.e., running the long way on the page) if necessary. In this case, the top of the figure or the table title is placed at the left 1 1/2-inch margin. If a table or figure is landscaped, the title or legend is also landscaped (see Figure 4) if the title or legend is on the same page as the table or figure. If the title or legend to a full-page landscaped table or figure is on a separate page, however, the title or legend is placed running the width of the page in the usual manner.

Page number placement. Page numbers are placed in the upper right corner on all pages with figures or tables even if the item is placed broadside on the page. The numbers are placed in the same position as those on pages of text.

Reductions. Tables and figures may be reduced through photographic reproduction to fit within the thesis margins, but the title or caption must be the same size print as the rest of the manuscript. Print size in a reduced table or figure may be no smaller than 2 millimeters.

Oversize tables and figures. Foldout pages may be used for oversize tables and figures if the paper is approved by the thesis editor, if the paper is 11 inches high and no wider than 13 1/2 inches, and if the required 1 1/2-inch binding margin is met on the left. Foldout pages should not be folded before submission to the Thesis Office. Page numbers for foldouts are 3/4 inch from the top and at the right margin but cannot extend into the margin.

Table 1

Title of Table is Typed in

Inverted Pyramid Form

Heading information is enclosed in solid lines

Data are presented in the body of the table.^a

^a Notes to the table are placed below the solid line following the data.

Figure 4. Sample of a landscaped table.

For tables or figures submitted on oversize sheets larger than foldout pages, one is submitted rolled and two are placed in tubes with the manuscript title page affixed to the tube. Any loose tables or figures are referred to as "in pocket" in lists of tables or figures.

Occasionally it may be necessary to submit oversize tables or figures in pieces. No oversize pages should be taped or joined by any process without prior approval of the thesis editor.

Students should consult the thesis editor prior to final preparation because of the time and expense involved in preparing certain types of oversize materials.

Part-title pages. A long table title or a long figure caption may be placed on a part-title page preceding the item if the table or figure is so large that the caption or title cannot be accommodated on the page. When a part-title page is used, the caption or title begins at or slightly above midpage (depending on length) and has no space between lines. A double space between lines may be used if there are super- or subscript numbers in the caption or title.

Students should keep in mind that it is much more convenient for the reader of the manuscript if captions or titles appear on the same page as the figure or table. Part-title pages should be used for captions and titles only when necessary.

If part-title pages are used for titles or captions, the pages are counted and numbered in sequence with the manuscript. Page numbers appear in the upper right corner, 3/4 inch from the top edge of the paper in the same position as page numbers in the text. The page number that is listed in the List of Tables or List of Figures is the number of the page on which the title or caption appears.

Photographs. All three copies of the manuscript eventually submitted to the University must contain the same quality of illustration. Therefore, copies of the photographs must be produced by the same method (photography, offset printing, duplication by photocopy machine onto thesis paper) for each manuscript. Photocopying illustrations is the easiest approach.

Duplicating machine copies or screened copies of photographs on thesis paper are acceptable in many instances. If a significant amount of detail is lost, however, original photographs must be used. Students must consult the thesis editor for approval of copies of photographs.

Photographs smaller than full-page may be used if they are developed on fiber paper, the prints are professionally dry mounted onto the same type of approved paper used in the rest of the manuscript, and there are only a few photographs in the entire manuscript. Professional dry mounting is an acceptable method of mounting small photographs. Either Kodak Dry Mounting Tissue Type II or Seal MT5 Permanent Dry Mounting Tissue is archivally acceptable. Another acceptable method of mounting photographs is to use Scotch™ brand 3M No. 568 Positionable Mount Adhesive (PMA). This type of mounting must be done professionally. Contact Instructional Media Services, 207 Milton Bennion Hall, 581-6352, for assistance. Rubber cement, commercial sprays available in pressurized cans,

cans, and two-sided tape are not acceptable. There may be no free edges to any mounted photographs.

Any use of color must have prior approval of the thesis editor. Color photographs must be mounted (see above) on one of the approved thesis papers. Color photocopies must be on one of the approved thesis papers. Color may not be used for tables or text. Doctoral candidates will have to supply one set of black-and-white prints for PQIL in addition to three sets of color prints if color photographs or color photocopies are approved for a dissertation.

Equations

Format of equations is dictated by the style guide the student is following. Short equations are centered within the thesis margins. All equations are set off from preceding or following text by a triple space. Spacing must be uniform and consistent.

In general, equations should be numbered at the right margin of the manuscript with the number either in brackets or parentheses. Equations may be numbered consecutively or locally. If locally numbered, the main divisions of the manuscript must be numbered with Arabic numerals. Local numbering of equations never exceeds one decimal place (i.e., equations are never numbered according to the number assigned to a subheading). Equation numbers must be aligned with each other throughout the manuscript.

Footnotes and Reference Citations

Whether a student uses a footnote or a reference system depends upon the discipline. The format of footnotes or reference citations should adhere to the format specified in the department-approved style manual the student has selected. Footnotes must adhere to the same margins as the rest of the text. Font size should be a minimum of 2 millimeters.

If a number reference system is employed, numbers in the text may be superscript, in brackets, or in parentheses on the line of text depending on the style guide used. Superscript numbers always are placed outside all punctuation marks; if more than one reference is cited at a time, the numbers are separated by commas (e.g., many^{6,7,10-12} agree with the findings of Einstein.⁴). Numbers in brackets or parentheses on the line of text are placed inside or outside punctuation depending on the style guide followed. At the end of the manuscript, there is a comprehensive reference list in numerical order.

Note that the Latin term "et al." stands for "et alii" (and others). "Et" is not an abbreviation: it is never followed by a period. "Al.," however, is an abbreviation and is followed by a period. The style guide dictates whether "et al." is underlined (italicized). Generally, common Latin terms are not underlined.

Spacing of footnotes and endnotes. Whether footnotes appear at the foot of the pages on which they occur or as notes (or endnotes) at the end of each chapter or major section, they must have no space between lines within each entry and a double space between entries. If

print quality is clear, having no extra space between entries may be acceptable. Check with the thesis editor regarding footnote spacing. Notes at the end of each chapter begin a new page of text. The word "Notes" or "Endnotes" should appear on the page listing them, 1 inch from the top edge of the paper in the same form as other first-level subheadings in the manuscript. No space occurs between lines within each entry and a double space is placed between entries. Notes are not placed at the end of the manuscript. They are more accessible at the end of each chapter or at the foot of the page. In case of error, many notes would have to be renumbered if all were placed at the end of the manuscript. Notes (endnotes) must be listed in the table of contents in the same position as all other first-level subheadings.

Placement of footnotes. Footnotes placed at the bottom of the page appear in numerical order. If multiple references occur on the same page of text, all the notes referred to must begin on the same page as the reference. In the case of lengthy footnotes, what will not fit above the bottom 1-inch margin should be carried over to the area reserved for footnotes on the following page.

Footnotes are separated from the text by a solid 20-space line. This line does not extend into the left margin nor does it extend across the page. The first line of the note begins a double space below the solid line and is indented the same number of spaces as paragraphs in the text. The numeral is raised above the line and is not followed by a period or a space before the note begins (see example at foot of page).¹

Two or more very short footnotes (one to two words) may be placed together on the same line if they are separated by four or more spaces² (see example at foot of page).³ Longer footnote entries have no space between lines, with a double space between entries.

The Appendix or Appendices

If used, an appendix follows the text but precedes the references or selected bibliography. The pages of the appendix are numbered consecutively with the rest of the text. There is considerable flexibility in the kind of material that may be placed in appendices: computer printouts, tables of raw data, questionnaires, letters, original historical source material. Each appendix should be sequenced with upper-case letters of the alphabet (APPENDIX A, APPENDIX B). If there is only one appendix, no letter is used; one appendix may or may not have an explanatory title. If there is more than one appendix, each has an explanatory title. The appendix (or appendices) title must be listed in the table of contents in all upper-case letters. Subheadings in an appendix, however, are not listed in the table of contents. Subheads in an appendix follow the same subhead scheme selected for the text.

The enumeration of any illustrative material (tables, figures, etc.) in the appendix is continuous with the text (e.g., if Table 20 is the last table in the text, the first table in the appendix is Table 21). The format and type font used in the appendix must be consistent with

¹ Footnote sample.

² Footnote sample.

³ Footnote sample.

the rest of the manuscript. Exceptions are computer printouts or similar documents. Computer printouts may be used in the appendix if the print will reproduce well and the printout will fit (or can be made to fit) the thesis margins. Consult with the thesis editor if there are questions concerning appendix materials.

Material in the appendix must adhere to the same margin specifications and the same print size specifications (characters may be no smaller than 2 millimeters) as the rest of the manuscript.

A separate page for the title of each appendix (i.e., part-title page) is often used when diverse, previously printed materials (e.g., computer printouts, letters used in questionnaire surveys, questionnaires, etc.) are included. If a part-title page is used with one appendix, it is used with all appendices. The first line of the title (e.g., APPENDIX A) begins at midpage, centered within the thesis margins. The title of the appendix (e.g., QUESTIONNAIRES) follows after a triple space and is centered within the thesis margins. The part-title page is counted in sequence with the rest of the manuscript but no number appears on the page. (See the appendices in this handbook as examples.) In the table of contents, the page number reference to an appendix that uses a part-title page is to the number assigned to the part-title page, not to the number of the first page of appendix material.

References or Selected Bibliography

The style of the references or selected bibliography must be patterned after the **one** department-approved style guide the student has selected. In general, manuscripts in scientific fields use a number in parentheses, brackets, or superscript or an author/year textual citation system. The list of references is placed at the end of the manuscript in numerical or alphabetical order depending upon the system used. Scientific papers usually do not list any material in the references that has not been referenced in the text. The reference section is generally entitled "REFERENCES," or less commonly, "LITERATURE CITED." The references may be placed at the end of each chapter or section in manuscripts composed of a series of articles previously published or accepted for publication. In this case, the references are treated as a first-level subheading.

Writers in the humanities often consult background material that is not directly footnoted but is included in a bibliography. The compilation of direct and indirect reference material is entitled "SELECTED BIBLIOGRAPHY."

The first page of the references or selected bibliography begins 2 inches from the top edge of the paper with the main heading typed in all capital letters. A triple space follows. Entries have no extra space between lines within an entry and a double space between each entry. The reference section is listed as the last item in the table of contents (unless a vita is used).

If a separate part-title page is used with the reference section, the first reference begins 1 inch below the top edge of the paper and no major heading is used on the page with the references (see "Division into Parts").

Citation of Web-accessed Information

Web citations must include name of author, title of publication, and date of publication. These items are formatted according to the style guide selected. In addition, the Uniform Resource Locator (URL) must be provided in the following form:

- protocol or access-mode identifier (i.e., http, https), followed by a colon and two forward slashes (e.g., http://)
- host name, always typed in lower case (e.g., www.ieee.org)
- pathway to the document, including file names, typed exactly as it appears including upper and lower case and punctuation
- A sample URL is: <http://www.iee.org/Policy/Submis/Abstract/pabs587.cfm>

URLs may be broken only after a slash or double slash or after a period. Never insert a hyphen, and never break a URL at a hyphen. Do not print these references or citations in color.

Vita

A vita may be included but is not required. If used, it follows the references or selected bibliography and is listed in the table of contents as the last main heading of the manuscript. The author should use a standard short curriculum vitae format that includes name, birthplace, birthdate, colleges and universities attended, degrees and certificates, professional organizations, positions held, and publications. Note that the spelling of the title of this section may be VITA or CURRICULUM VITAE. Vitae is incorrect.

CHAPTER 3

STYLE AND MECHANICS

Style

The textual style and documentation of the thesis or dissertation are the student's responsibility and must receive the approval of the student's supervisory committee, subject to the regulations of the Graduate Council. Table 1 contains an alphabetical list of departments, divisions, or interdisciplinary programs and the style manual or manuals acceptable to each department. Abbreviated names of the most commonly used manuals are listed first. (See Table 2 for complete citations for these publications.) The journal styles accepted by each department follow a semicolon in the list. The manuals listed have been approved by the dean of The Graduate School. Departmental additions or deletions should be submitted by the department chair or director of graduate studies to the thesis editor. All changes must be approved by the thesis editor in consultation with the dean of The Graduate School.

The student should select the latest edition of one department-approved manual (see Table 1) on which to pattern the footnotes or references, tables, figures, and other stylistic aspects of the thesis or dissertation. The style guide selected is used in conjunction with this handbook, which should be followed for margin requirements, spacing of text and references, placement of figures and tables, and spacing of quotations if there are discrepancies between it and the style manual. **Under no circumstances should a previously accepted thesis or dissertation be used as the basis for style or format.** Consult the thesis editor regarding any discrepancies between the selected style guide and this handbook.

Some supervisory committees recommend students follow the style of a scholarly journal in their field for references, tables, and figures. The student should consult Table 1 to see if a particular journal has received approval. If current style requirements of a specific journal are not on file in the Thesis Office, the student will need to submit to the thesis editor a recent copy of the journal's "Notes to Contributors" and copies of a figure, a table, and reference examples when one copy of the manuscript is submitted for Format Approval.

Basics of Style

Because the student writing a thesis or dissertation is presenting the results of research primarily for other scholars within the academic community, the style should be formal rather

Table 1

Department-Approved Style Guides (Divisions, Programs)	
ACCOUNTING	APA, Turabian, UC Press
ANTHROPOLOGY	CBE, UC Press; American Anthropologist, American Antiquity, American J. Physical Anthropology
ARCHITECTURE	Turabian
ART AND ART HISTORY	MLA, Turabian, UC Press; CAA Art Bulletin
BALLET	Turabian
BIOCHEMISTRY	APA, ACS, CBE; Antimicrobial Agents and Chemotherapy, Biochemistry, Cell, EMBO J., Genetics, J. Biological Chemistry, J. Molecular Biology, Molecular and Cellular Biology, Nature, Nucleic Acids Research, Proc. National Academy of Sciences USA, Science
BIOENGINEERING	American J. Physiology, Analytical Chemistry, Anesthesia and Analgesia, Anesthesiology, Annals Biomedical Engineering, Applied Optics, Artificial Organs, ASAIO J., Biomaterials, Biomechanical Engineering, Biomechanics, Biophysical Journal, Bulletin Prosthetics Research, Circulation Research, Critical Care Medicine, Hearing Research, IEEE Trans. on Biomedical Engineering, J. Advancement of Medical Instrumentation, J. Applied Physiology, J. Association for the Advancement of Medical Instrumentation, J. Association for Research on Otolaryngology, J. Biomechanical Engineering, J. Biomechanics, J. Biomedical Materials Research, J. Colloid and Interface Science, J. Controlled Release, J. Drug Targeting, J. Electrochemical Society, J. International Society for Artificial Organs, J. Neurophysiology, J. Neuroscience Methods, J. Orthopaedic Research, Neuron, Nucleic Acids Research, Proc. IEEE, Proc. Society for Experimental Biology and Medicine, Trans. American Society of Artificial Internal Organs
BIOLOGY	CBE, Turabian, VAN; American J. Botany, American J. Tropical Medicine Hygiene, American Naturalist, Animal Behavior, Annals Entomological Society America, Annual Review Biochemistry, Annual Review Genetics, Auk, Behavioral Ecology and Sociobiology, Biochemistry, Biology of Reproduction, Biotropica, Brain, Behavior and Evolution, Brain Research, Canadian Entomologist, Canadian J. Zoology, Cell, Cell and Environment, Chromosoma, Comparative Biochemical Physiology, Comparative Physiology, Condor, Conservation Biology, Copeia, Critical Reviews in Immunology, Current Genetics, Development, Developmental Biology, Ecological Applications, Ecological Entomology, Ecology, Ecology and Ecological Monographs, EMBO J., Entomological News, Entomological Society of America, Environmental Science and Technology, Ethology, Evolution, Evolutionary Ecology, FEBS Letters, Florida Entomologist, Functional Ecology, Genes and Development, Genetics, Great Basin Naturalist, Health Physics, Helminthological Society of Washington, International J. Organic Evolution, J. American Mosquito Control Association, J. Bacteriology, J. Biogeography, J. Biological Chemistry, J. Cell Biology, J. Cell Science, J. Comparative Biochemistry and Physiology, J. Comparative Physiology A, J. Evolutionary Biology, J. Experimental Biology, J. Hymenoptera Society, J. Insect Behavior, J. Insect

Table 1 Continued

Physiology, J. Kansas Entomological Society, J. Mammalogy, J. Medical Entomology, J. Molecular Biology, J. Molecular Evolution, J. Morphology, J. Natural History, J. Zoology, Limnology and Oceanography, Linnean Society (Zoological J.), Microbiological Reviews, Molecular Biology of the Cell, Molecular and Cellular Biology, Molecular Microbiology, Mosquito News, Mosquito Systematics, Nature, NB Journals, Neuron, Nucleic Acids Research, Oecologia, Oikos, Photochemistry and Photobiology, Physiological Zoology, Plant, Plant Cell, Plant Physiology, Planta, Proc. and Papers California Mosquito Control Association, Proc. Biological Society Washington, Proc. Entomological Society Washington, Proc. National Academy of Sciences, Proc. Utah Mosquito Abatement Association, Protein Science, Protoplasma, RNA, Science, Systematic Biology, Systematic Botany, Toxicon, Virology

BUSINESS, DAVID ECCLES SCHOOL OF

APA, Turabian, UC Press; Academy of Management J., Academy of Management Review, Accounting Review, Decision Sciences, J. American Statistical Association, J. Consumer Research, J. Finance, J. Financial Economics, J. Marketing, J. Marketing Research, Review of Financial Studies

CHEMICAL AND FUELS ENGINEERING

ACS, Turabian; AIChE J., Chemical Engineering Science, Combustion Science and Technology, Environmental Science Technology, Fuel, Health Physics, I&EC Research, IEEE, J. Air Pollution Control Association, J. American Ceramic Society, J. Catalysis, J. Metals, J. Petroleum Technology, J. Physical Chemistry, J. Radioanalytical and Nuclear Chemistry, Nuclear and Chemical Waste Management, Radiation Protection Dosimetry, Review of Scientific Instrumentation, Society of Petroleum Engineers

CHEMICAL PHYSICS (DEPARTMENTS OF CHEMISTRY AND PHYSICS)

ACS, AIP; J. Chemical Physics, J. Fluid Mechanics

CHEMISTRY

ACS, AIP; Acta Crystallographica, Accounts of Chemical Research, Advances in Chemistry Series, American J. Science, American Physical Society, Analytical Chemistry, Applied Spectroscopy, Biochemistry, Bioconjugate Chemistry, Biophysics and Biochemical Communication, Chemical Reviews, Clinical Chemistry, Environmental Science and Technology, Fuel, Industrial and Engineering Chemistry, Industrial and Engineering Chemistry Fundamentals, Industrial and Engineering Chemistry Process Design and Development, Inorganic Chemistry, J. Agricultural and Food Chemistry, J. American Chemical Society, J. Chemical and Engineering Data, J. Chemical Documentation, J. Chemical Physics, J. Crystallography, J. Heterocyclic Chemistry, J. Medicinal Chemistry, J. Microcolumn Separations, J. Organic Chemistry, J. Physical Chemistry, J. Vacuum Science and Technology, Magnetic Resonance, Molecular Physics, Physical Review Letters, Proc. National Academy of Sciences, Protein Science, Review of Scientific Instrumentation, Thermochemica Acta

CIVIL AND ENVIRONMENTAL ENGINEERING

ACS, UC Press; American Society of Civil Engineers, Analytical Chemistry, Applied Radiation and Isotopes, Computers and Structures, Earthquake Engineering and Structural Dynamics, Environmental Science and Technology, Health Physics, International J. Engineering Science, J. Air and Waste Management Association, J. American Nuclear Society, J. Computing in Civil Engineering, J. Engineering Mechanics, J. Environmental Engineering, J. Radioanalytical and Nuclear Chemistry, J. Water Resources, Planning and Management, Nuclear Instruments and Methods, Nuclear Science and Engineering, Radiation Protection Dosimetry, Radiochimica Acta, Transportation Research Record, Water Environment Research

Table 1 Continued

COMMUNICATION

APA, MLA, Turabian, UC Press; J. Broadcasting, J. Communication

COMMUNICATION DISORDERS

APA; J. American Audiology Association, J. Communication, J. Speech and Hearing Disorders, J. Speech and Hearing Research

COMPUTING, SCHOOL OF

MLA, Turabian, UC Press; ACM Computing Surveys, American J. Ophthalmology, Association for Computing Machinery, Communications ACM, Computer Graphics Proc., IEEE Trans. on Acoustics, Speech, and Signal Processing, IEEE Trans. on Computers, IEEE Trans. on Software Engineering, J. Association for Computing Machinery, J. Neurophysiology, Lecture Notes in Computer Science, Nature, Proc. IEEE, Sensory Processes, SIAM J. Computing, Software - Practice and Experience, Vision Research

ECONOMICS

APA, Turabian, UC Press; AEA Papers and Proc., American Economic Review, J. Financial Economics, J. Human Resources, J. Political Economy, Review of Economics and Statistics, Review of Radical Political Economics

EDUCATION, CULTURE AND SOCIETY

APA, Chicago, MLA, UC Press

EDUCATIONAL LEADERSHIP AND POLICY

APA, Turabian, UC Press; American Education Research J., American Sociological Review, Educational Administration Quarterly

EDUCATIONAL PSYCHOLOGY

APA, Turabian; American Psychologist, J. Applied Behavior Analysis, J. Counseling Psychology, J. Educational Psychology, J. Pediatrics, Rehabilitation Psychology, School Psychology Review, Small Group Behavior

ELECTRICAL AND COMPUTER ENGINEERING

AIP, Turabian; Annals of Biomedical Engineering, Applied Optics, Applied Physics Letters, Bioelectromagnetics, IEEE Engineering in Medicine and Biology, IEEE J. Quantum Electronics, IEEE Trans., J. Crystal Growth, Optical Engineering, Physical Review B, Physics of Fluids, Proc. IEEE, Solid-State Electronics, Ultrasonic Imaging

ENGLISH

MLA, Turabian, UC Press; American Literature, American Quarterly

EXERCISE AND SPORT SCIENCE

APA; American J. Sports Medicine

FAMILY AND CONSUMER STUDIES

APA

FAMILY AND PREVENTIVE MEDICINE

APA, CBE, Turabian, UC Press; American Industrial Hygiene Association J., American J. Epidemiology, American J. Psychiatry, American J. Public Health, American Review Respiratory Disease, Annals Internal Medicine, Circulation, Inquiry, J. American Medical Association, J. Combustion Toxicology, J. Community Health, J. Family Practice, J. Medical Education, J. Occupational Medicine, Laboratory Investigation, Marriage & Family Review, Medical Care, Millbank Memorial Fund Quarterly, Mutation Research, Preventive

Table 1 Continued

Medicine, Psychological Abstracts, Uniform Requirements for Manuscripts Submitted to Biomedical Journals

FINANCE

APA, Turabian, UC Press; J. Finance, J. Financial Economics, Review of Financial Studies

FOODS AND NUTRITION

APA; American J. Clinical Nutrition, J. American Dietetic Association

GEOGRAPHY

APA, CBE, Geowriting, Turabian, UC Press, US Geological Survey; Annals of the Association of Geographers, Economic Geography, Great Basin Naturalist, International Regional Science Review, J. Range Management, J. Wildlife Management, Photogrammetric Engineering and Remote Sensing, Professional Geographer, Quaternary Research

GEOLOGY AND GEOPHYSICS

AAPG, ACS, American Association of Petroleum Geologists Bulletin, American J. Science, American Mineralogist, Bulletin Geological Society of America, Bulletin Seismological Society of America, Contributions to Mineralogy and Petrology, Eclogae Geologicae Helvetiae, Economic Geology, Geochemica et Cosmochimica Acta. Geological and Geophysical Sciences, Geophysics, Geotechnique, Guidelines for Manuscripts for SEPM Tectonics and Sedimentation Symposia, J. Contaminant Hydrology, J. Geochemical Exploration, J. Geology, J. Geophysical Research, J. Geotechnical and Geoenvironmental Engineering, J. Paleontology, J. Petrology, J. Sedimentary Petrology, Marine Micropaleontology, Ocean Drilling Program, Palaios, Paleobiology, Paleogeography, Quaternary Research, Society of Exploration Geophysicists, Tectonophysics, Terra Antarctica, Utah Geological and Mineral Survey

HEALTH PROMOTION AND EDUCATION

APA

HISTORY

Chicago, MLA, Turabian, UC Press; American Historical Review, Hispanic American Historical Review, J. American History

HUMAN GENETICS

ACS, Turabian; American J. Human Genetics, Biochemistry, Cell, Development, Developmental Biology, EMBO J., Genetic Epidemiology, Genetics, Genomics, J. Bacteriology, J. Biological Chemistry, Molecular and Cellular Biology, Molecular Biology and Evolution, Molecular Ecology, Nature, New England J. Medicine, Nucleic Acids Research, Proc. National Academy of Sciences, Science

LANGUAGES AND LITERATURE

MLA, Turabian, UC Press; Bange: Die schriftliche Form Germanistischer Arbeiten, Current Trends in the Language Sciences, Language, Linguistics (Morton), Slavic and East European J., Slavic Review

LAW, COLLEGE OF

J. of Energy, Natural Resources, and Environmental Law

LINGUISTICS

International J. American Linguistics, Language, LSA Style Sheet, TESOL Quarterly

MANAGEMENT

APA, Turabian, UC Press

Table 1 Continued

MARKETING

APA, Turabian, UC Press; Academy of Management J., *Econometrica*, *J. Marketing*, *J. Marketing Research*

MATERIALS SCIENCE AND ENGINEERING

ACS, Turabian; ASM Publications, *Composite Science and Technology*, *Engineering Fracture Mechanics*, *J. American Ceramic Society*, *J. Applied Physics*, *J. Applied Polymer Science*, *J. Chemical Physics*, *J. Chromatography*, *J. Composites*, *J. Electrochemical Society*, *J. Macromolecular Science*, *J. Polymer Science*, *J. Vacuum Science and Technology*, *Macromolecules*, *Materials Science & Engineering*

MATHEMATICS

MLA, Turabian; *Acta Mathematica*, *American J. Mathematics*, *Annals of Mathematics*, *Asterisque*, *Bulletin American Mathematical Society*, *Computer Aided Geometric Design*, *J. Algebra*, *J. American Mathematical Society*, *J. Differential Geometry*, *J. Functional Analysis*, *Mathematische Annalen*, *Pacific J. Mathematics*, *Proc. Royal Society of England*, *Society of Industrial and Applied Mathematics Journals*, *SIAM J. Applied Mathematics*, *Trans. American Mathematical Society*

MECHANICAL ENGINEERING

ACS, AIP, Turabian; *ACI Structural Journal*, *American Institute of Aeronautics and Astronautics*, *American Scientist*, *American Society of Mechanical Engineers*, *Applied Optics*, *ASME Manual*, *Automotive Engineering*, *Combustion*, *Composites Engineering*, *Engineering Education*, *Engineering Fracture Mechanics*, *Experimental Mechanics*, *Fire Research*, *Health Physics*, *Human Factors*, *IEEE Trans.*, *International J. Fracture*, *International J. Fracture Mechanics*, *International J. Heat and Mass Transfer*, *J. Acoustical Society of America*, *J. Air Pollution Control Association*, *J. American Nuclear Society*, *J. Applied Mechanics*, *J. Bioelectromagnetics Society*, *J. Biomedical Materials*, *J. Engineering Mechanics*, *J. Fluids Engineering*, *J. Heat Transfer*, *J. Human Factors Society's Author's Guide*, *J. Mechanisms*, *Transmissions*, and *Automation in Design*, *J. Medical Chemistry*, *J. Optic Society of America*, *J. Orthopaedic Research*, *J. Polymer Sciences*, *J. Quantum Spectroscopy*, *J. Sound and Vibration*, *J. Tribology*, *Mechanical Engineering*, *NASA Contractor Report*, *Nuclear Science and Engineering*, *Physics of Fluids*, *Polymer*, *Scientific American*, *Trans. ASME (all divisions)*

MEDICAL INFORMATICS

American J. Human Genetics, *American J. Respiratory and Critical Care*, *Anesthesiology*, *Annals of Internal Medicine*, *Cancer Research*, *Chest*, *Circulation*, *Circulation Research*, *Computer Methods and Programs in Biomedicine*, *Computers and Biomedical Research*, *Computers in Biology and Medicine*, *Computers in Nursing*, *Critical Care Medicine*, *Critical Reviews in Medical Informatics*, *Genetic Epidemiology*, *Human Molecular Genetics*, *IEEE Computer*, *International J. Bio-Medical Computing*, *International J. Clinical Monitoring and Computing*, *International J. Medical Informatics*, *J. American Medical Association*, *J. American Medical Informatics Association*, *J. Applied Physiology*, *J. Biomedical Informatics*, *J. Clinical Monitoring and Computing*, *J. Medical Systems*, *Lancet*, *Magnetic Resonance Imaging*, *Magnetic Resonance in Medicine*, *Medical and Biological Engineering and Computing*, *Medical Decision Making*, *Medical Informatics*, *Methods of Information in Medicine*, *Nature*, *Nature Genetics*, *Nature Medicine*, *New England J. Medicine*, *Proc. of the ACM*, *Proc. of the National Academy of Sciences*, *Radiology*, *Science*

MEDICAL LABORATORY SCIENCE (DEPARTMENT OF PATHOLOGY)

APA, ACS, MLA; *American J. Clinical Pathology*, *Annals Clinical and Laboratory Science*, *Antimicrobial Agents and Chemotherapy*, *Applied Microbiology and Biotechnology*, *Archives Pathology and Laboratory Medicine*, *Bacteriological Review*, *Biochemistry*, *Blood*, *British J. Haematology*, *Clinica Chimica Acta*, *Clinical and Experimental Immunology*,

 Table 1 Continued

Clinical Chemistry, Clinical Immunology and Immunopathology, Clinical Infectious Diseases, Clinical Microbiology Reviews, Diagnostic Microbiology and Infectious Diseases, Immunochemistry, Infection and Immunity, International J. Systematic Bacteriology, J. American Medical Association, J. Bacteriology, J. Clinical Investigation, J. Clinical Microbiology, J. Clinical Pathology, J. Immunology, J. Infectious Disease, J. Parasitology, J. Public Health, J. Virology, Laboratory Medicine, Pediatric Infectious Diseases, Thrombosis Haemorrhagica, Transfusion

MEDICINAL CHEMISTRY

ACS; Biochemistry, Bioconjugate Chemistry, J. Biological Chemistry, J. Medicinal Chemistry, Nature, Proc. of the National Academy of Sciences USA

METALLURGICAL ENGINEERING AND METALLURGY

ACS, MLA, Turabian; Acta Metallurgica, American Institute of Physics, Applied Spectroscopy, Canadian Metallurgical Quarterly, Coal Preparation, Colloids and Surfaces, Corrosion Science, International J. Heat and Mass Transfer, International Materials Reviews, J. Applied Spectroscopy, J. Colloid and Interface Science, J. Metals, Materials Science and Engineering, Metallurgical Trans., Minerals and Metallurgical Processing, Mining Engineering, Mining Engineering J., Trans. - Society of Mining Engineers

METEOROLOGY

American Meteorological Society, Bulletin American Meteorological Society, J. Applied Meteorology, J. Atmospheric Sciences, J. Climate

MIDDLE EAST STUDIES

Turabian, UC Press; International J. Middle East Studies, J. Near Eastern Studies, Middle East J.

MINING ENGINEERING

Society for Mining, Metallurgy and Exploration (SME)

MODERN DANCE

APA, Turabian, UC Press

MUSIC

APA, Turabian, UC Press; Bulletin Council for Research in Music Education, College Music Symposium, J. American Musicological Society, J. Musicology, J. Research in Music Education, Musical Quarterly

NEUROBIOLOGY AND ANATOMY

APA, CBE, UC PRESS; Development, Developmental Biology, FASEB J., J. Comparative Neurology, J. Neuroscience

NEUROSCIENCE (INTERDEPARTMENTAL)

ACS, APA, Turabian, UC Press; J. Neuroscience, Neuron

NURSING

APA, Turabian; American J. Public Health, Heart and Lung, J. American Diabetes Association, J. Burn Care & Rehabilitation, J. Clinical Investigation, J. Nursing Education, J. Pediatrics, Neonatal Network, Nursing Research, Pediatrics, Primary Care, Science

ONCOLOGICAL SCIENCES

CBE, Turabian; Bacteriological Reviews, Cancer Research, Cell, EMBO J., Experimental Cell Research, Gene, Genes and Development, Genomics, Infection and

Table 1 Continued

Immunity, International J. Cancer, Intervirology, J. Bacteriology, J. Biological Chemistry, J. Cellular Physiology, J. Clinical Microbiology, J. Eukaryotic Microbiology, J. Experimental Medicine, J. General Virology, J. Immunology, J. Infectious Diseases, J. Molecular and General Genetics, J. Molecular Biology, J. Virology, Microbiological Review, Molecular and Cellular Biology, Molecular Cell, Nature, New England J. of Medicine, Nucleic Acids Research, Oncogene, Proc. National Academy of Science USA, Science, Virology, Virus Research

PARKS, RECREATION, AND TOURISM

APA

PATHOLOGY

CBE, UC Press; American J. Pathology, Biochemistry, Blood, Cell, Cellular Immunology, Clinical and Experimental Immunology, Clinical Chemistry, European J. Immunity, Genetics, Immunogenetics, Immunology, International J. Cancer, Infection and Immunity, J. American Medical Association, J. Bacteriology, J. Biological Chemistry, J. Cell Biology, J. Clinical and Laboratory Immunology, J. Clinical Investigation, J. Immunological Methods, J. Immunology, J. Infectious Diseases, J. Laboratory and Clinical Medicine, J. National Cancer Institute, J. Pathology, J. Virology, Laboratory Investigation, Laboratory Medicine, Molecular and Cellular Biology, Nature, Pathology, Proc. National Academy of Sciences USA, Scandinavian J. Immunology, Science, Thrombosis and Haemostasis, Thrombosis Research, Transplantation, Virology

PHARMACEUTICS AND PHARMACEUTICAL CHEMISTRY

American J. Hospital Pharmacy, Biochimica et Biophysica Acta, Bioconjugate Chemistry, Cancer Research, Blood, International J. Pharmaceutics, J. Biomedical Materials Research, J. Colloid and Interface Science, J. Dental Research, J. Nuclear Medicine, J. Pharmacology and Experimental Therapeutics, J. Pharmaceutical Sciences, Pharmaceutical Research

PHARMACOLOGY AND TOXICOLOGY

American Heart J., American J. Medicine, American J. Physiology, Anesthesiology, Antimicrobial Agents and Chemotherapy, Biochemical J. (British), Biochemical Medicine, Biochemical Pharmacology, Biochemistry, Biochimica et Biophysica Acta, Brain Research, British J. Pharmacology, Calcified Tissue Research, Cancer Research, Chemico-Biological Interactions, Circulation, Circulation Research, Clinical Chemistry, Clinical Pharmacological Therapy, Diabetes, Diabetologia, Drug Metabolism and Disposition, Endocrinology, Epilepsia, European J. Pharmacology, Experiments in Brain Research, Experiments in Cell Research, Experiments in Neurology, Glia, Immunology, International J. Neuropharmacology, International J. Pharmaceutics, J. Applied Physiology, J. Biological Chemistry, J. Catalysis, J. Cell Biology, J. Cellular Physiology, J. Clinical Investigation, J. General Physiology, J. Immunology, J. Investigative Dermatology, J. Membrane Biology, J. National Cancer Institute, J. Neurochemistry, J. Neurophysiology, J. Pharmacology and Experimental Therapeutics, J. Physiology (London), J. Reproduction and Fertility, Molecular Pharmacology, Neurochemical Research, Neuropharmacology, Neurology, Neuron, Psychopharmacology, Toxicology and Applied Pharmacology, Xenobiotica

PHARMACY PRACTICE

Turabian, UC Press; American J. Hospital Pharmacy, Annals of Internal Medicine, New England J. Medicine

PHILOSOPHY

APA, MLA, Turabian, UC Press; Hypatia, J. Philosophy, Philosophical Quarterly, Philosophical Review

Table 1 Continued

PHYSICS

ACS, AIP, Turabian, UC Press; Am. Assoc. of Physicists in Medicine Quarterly Bulletin, American J. Physics, Applied Optics, Applied Physics Letters, Applied Spectroscopy, Astronomical J., Astrophysical J., Bulletin American Astronomical Society, Bulletin American Physical Society, Classical and Quantum Gravity, J. Acoustical Society of America, J. Applied Physics, J. Chemical Physics, J. Fluid Mechanics, J. Mathematical Physics, J. Optical Society of America, J. Vacuum Science and Technology, Magnetic Resonance in Medicine, Medical Physics, Philosophical Trans., Physica Status Solidi, Physical Review, Physical Review Letters, Physics of Fluids, Physics in Medicine and Biology, Physics Teacher, Physics Today, Principles of Applied Mathematics, Proc. Royal Society, Radiation Effects, Review of Scientific Instruments, Reviews of Modern Physics

PHYSIOLOGY

CBE; American J. Anatomy, American J. Physiology, American Physiological Society, Biophysical J., Brain Research, Chemical Senses, Elsevier Science Publishers, J. Applied Physiology, J. Autonomic Nervous System, J. Burn Care and Rehabilitation, J. Comparative Neurology, J. Comparative Physiology, J. General Physiology, J. Neurophysiology, J. Neuroscience, J. Neuroscience Methods, J. Neurosurgery, J. Physiology (London), Nature, Neuroscience, Proc. Society for Experimental Biology and Medicine, Science, Trends in Neurosciences, Vision Research

POLITICAL SCIENCE

Turabian, UC Press; American Political Science Association Style Manual, American Political Science Review, Comparative Political Studies, J. Politics

PSYCHOLOGY

APA

SOCIAL WORK

APA

SOCIOLOGY

APA, American Sociological Association Style Guide; American J. Sociology, American Sociological Review

SPECIAL EDUCATION

APA

TEACHING AND LEARNING

APA, MLA, UC Press

THEATRE

APA, MLA, Turabian, UC Press, VAN

Table 2
References for Department-Approved Style Guides

Abbreviation	Citation
ACS	Dodd, J.S., ed. (1998). <u>The ACS style guide</u> . (2nd ed.). Washington, DC: American Chemical Society.
AIChE	American Institute of Chemical Engineers. <u>Publications</u> . available at http://www.aiche.org/aichejournal/contr.htm
AIP	American Institute of Physics. (1990). <u>Style manual</u> (4th ed.). New York: Author.
AMS	American Mathematical Society. (1996). <u>AMS author handbook</u> . Providence, RI: Author. available at http://www.ams.org
APA	American Psychological Association. (2001). <u>Publication manual of the American Psychological Association</u> (5th ed.). Washington, DC: Author.
ASME	American Society of Mechanical Engineers. (1991). <u>Journal publication guidelines</u> . New York: Author. available at http://www.asme.org/pubs
CBE	Council of Biology Editors. Committee on Form and Style. (1983). <u>Council of Biology Editors style manual</u> (5th ed.). Bethesda, MD: Author.
IEEE	IEEE Periodicals. <u>Information for authors</u> . (2000). Piscataway, NJ: Author. available at http://www.ieee.org
Harvard	Harvard Law Review Association. (1991). <u>A uniform system of citation</u> (15th ed.). Avon, MA: Lorell Press.
MLA	Modern Language Association. (1999). <u>MLA handbook for writers of research papers</u> (5th ed.). New York: Author.
Turabian	Turabian, K.L. (1996). <u>A manual for writers of term papers, theses, and dissertations</u> (6th ed.). Chicago: University of Chicago Press.
UC Press	University of Chicago Press. (1993). <u>The Chicago manual of style</u> (14th ed.). Chicago: Author.
US Geological Survey	Hansen, W. (1991). <u>Suggestions to authors of the reports of the United States Geological Survey</u> (7th ed.). Washington, DC: U S Government Printing Office.

than colloquial. Verb contractions should not be used unless the author is transcribing colloquial conversation. Sentences should not begin with coordinate conjunctions. The tone of the thesis or dissertation should be serious; in general, a conversational writing style is not appropriate. Despite a lack of particular knowledge about a field, an intelligent reader of a thesis or dissertation should be able to understand terminology and the discussion of research. Jargon must be avoided because it obscures rather than clarifies the topic.

Person

First-person pronouns (I, me, my, we, us, our) generally are avoided in formal writing except to call attention to one's own contrasting opinion or to avoid awkward or verbose constructions. Restrained use of the first person can be very effective. However, when the first person begins to pervade the work, questions about the objectivity of the research or the researcher may arise. Students should follow the tone of the literature in their field. "We" in the editorial sense (i.e., when the meaning is "I") should not be used. Second-person pronouns (you, your) are avoided in formal writing.

Tense

The department-approved style manual that the student follows dictates verb tense to be used in specific sections of the manuscript. The tense selected must be consistent.

Basics of Mechanics

Hyphenation, spelling, punctuation, capitalization, use of numbers in text, and grammar are all mechanical aspects of writing that are basic to communicating ideas effectively. For hyphenation and spelling, the current editions of Webster's New Collegiate Dictionary and Webster's Third New International Dictionary are standard sources. Punctuation, capitalization, and the rules of grammar can be found in any basic grammar book. Whether numbers should be spelled out in text or written as numerals varies according to the style guide selected.

In Table 3, various style and mechanical problems that occur frequently in theses and dissertations are presented.

Table 3

Common Style and Mechanical Errors

Error	Correction and <i>Comment</i>
The results can't be generalized.	The results cannot be generalized. <i>Do not use contractions in formal writing.</i>
But, the results cannot be generalized.	The results, however, cannot be generalized. <i>Do not begin sentences with coordinate conjunctions.</i>
The researchers hopefully will show . . .	The researchers hope to show . . . The researchers intend to show . . . <i>"Hopefully" means "in a hopeful manner." This colloquialism is often misused.</i>
Subjects of the study were 55 men and 56 women. Each subject was measured on his response to the stimulus.	Subjects of the study were 55 men and 56 women. Subjects were measured on their responses to the stimulus. <i>Avoid sex-reference language by using the third- person plural or by reconstructing the sentence. Use she or he, his or her only if necessary. Never use s/he.</i>
Steps in writing a thesis: 1) meet with the committee, 2) select a topic, 3) conduct the research, 4) writing the thesis, and 5) submitting the draft.	Steps in writing a thesis: 1) meet with the committee, 2) select a topic, 3) conduct the research, 4) write the thesis, and 5) submit the draft. <i>Items in a list or outline, chapter or section titles, and subheadings must be of parallel construction. If some items are sentence fragments, all should be fragments. If some are complete sentences (as in the list above), all should be complete sentences and sentence construction should be parallel. Note that each sentence in the example above begins with an imperative. This example also would be parallel if each phrase began with a gerund (i.e., meeting, selecting, conducting, etc.).</i>
The data is presented . . .	The data are presented . . . <i>The word <u>data</u> is plural, as are the words <u>criteria</u>, <u>media</u>, <u>phenomena</u>, <u>strata</u>, and <u>spectra</u>. The singulars of these words are <u>datum</u>, <u>criterion</u>, <u>medium</u>, <u>phenomenon</u>, <u>stratum</u>, and <u>spectrum</u>.</i>
Jones et al.'s research	The research of Jones et al. . . . <i>Et al. is an abbreviation for the Latin words <u>et alii</u> (and others). An apostrophe s ('s) cannot be added to make it possessive. The sentence must be reworded.</i>
The achievements were re-stated . . .	The achievements were re-stated . . . <i>Words may be hyphenated only at syllables. Consult a dictionary for proper hyphenation.</i>

Table 3 Continued

Error	Correction and <i>Comment</i>
In the 1960's . . .	In the 1960s . . . <i>No apostrophe is used unless the year is possessive (e.g., the 1960's dress styles).</i>
U.N.E.S.C.O. is the major organization that . . .	UNESCO is the major organization that . . . <i>Generally, periods are not used after acronyms and capital letter abbreviations.</i>
The number of R.N.'s responding to the questionnaire . . .	The number of RNs responding to the questionnaire . . . <i>The plural of most acronyms and capital letter abbreviations is formed by adding s only, without an apostrophe.</i>
Research shows that this is a common error, however, it is easily rectified.	Research shows that this is a common error; however, it is easily rectified. <i>"However" and "therefore" are adverbs. If either is used to join two complete sentences, the word must be preceded by a semicolon.</i>
The characteristics of the subjects (i.e. height, weight, age) were recorded.	The characteristics of the subjects (i.e., height, weight, age) were recorded. <i>The Latin abbreviations e.g., i.e., and viz. (for example, that is, and namely) are always set off by commas or by parentheses and commas even when the explanation that follows them is only one word.</i>
Billings <u>et al.</u> report . . .	Billings et al. report . . . <i>Common Latin terms and abbreviations and common foreign words such as a priori, et al., etc., per se, and vis-à-vis should not be underlined (italicized) unless specified in the style guide being followed.</i>
At the mid-point the results were non-significant.	At the midpoint the results were nonsignificant. <i>Few prefixes in the English language require hyphenation. Prefixes that should be joined to words include anti, bi, co, infra, inter, intra, macro, micro, mid, mini, multi, non, over, post, pre, pro, pseudo, re, semi, socio, sub, super, ultra, un, and under unless the new word could be mispronounced (non-native) or misunderstood (re-pair, re-form, un-ionized, re-creation) or if the root begins with a capital letter (anti-US).</i>
Data indicate "doctoral-level burnout". "Doctoral-level burnout", according to researchers, is increasingly common.	Data indicate "doctoral-level burnout." "Doctoral-level burnout," according to researchers, is increasingly common. <i>Periods and commas are placed inside (before) double quotation marks.</i>
The results were summarized by Smith and Jones.	Smith and Jones summarized the results. <i>Use the active voice.</i>

Table 3 Continued

Error	Correction and Comment
The sample was composed of 167 students, nine of whom had no comment on 5 items on the test.	The sample was composed of 167 students, 9 of whom had no comment on five items on the test.
The two-dimensional image is projected, and later a 2-D cross-section is produced.	<p>The two-dimensional image is projected, and later a two-dimensional cross-section is produced. <i>The style guide being followed usually specifies rules for the use of numbers. Internal consistency is of the utmost importance.</i></p> <p><i>In the first example, APA* style requires numerals for all numbers 10 and over and for numbers under 10 if they are grouped for comparison (167 students, 9 students) or represent precise measurements (1 inch, 3 years).</i></p> <p><i>In scientific writing, numbers under two digits (one through nine) are often spelled out, and numerals are used for all numbers 10 and over unless the number begins the sentence. Numerals are used for most quantitative expressions (6 cm, 4 g).</i></p> <p><i>In nonscientific writing, numbers under 100 usually are spelled out.</i></p>
There were less students in Brown's study.	<p>There were fewer students in Brown's study. <i>Less refers only to quantity (amount) or degree. A general rule is that if the object can be counted (questionnaires, calories, subjects), fewer should be used (e.g., There are fewer calories in this bread because less flour is used in the recipe).</i></p>
Only small amounts of researchers were needed to find the answer.	<p>Only small numbers of researchers were needed to find the answer. <i>Number refers to objects that can be counted. Amount refers to mass or quantity that cannot be individually counted (e.g., A large amount of data was used to classify a number of the subjects in the study).</i></p>
The results which were reported in 1985 have been reevaluated.	<p>The results that were reported in 1985 have been reevaluated. The results, which were reported in 1985, have been reevaluated. <i>That is a defining or restrictive pronoun. Which is nondefining or nonrestrictive. Proper use of the words is important for sentence clarity.</i></p>
... a total of 10 subjects ... have been previously studied	<p>... 10 subjects ... has been found <i>Avoid wordiness and redundancy*</i></p>

*Publication Manual of the American Psychological Association.

CHAPTER 4

PREPARATION AND SUBMISSION OF THE MANUSCRIPT

Computers and Word Processors

Only letter-quality computer print is acceptable. In printing the manuscript, the same size and style of print must be used throughout the manuscript. Print such as script, italics, boldface, and other unusual or hard to read styles may not be used except for special purposes that are previously approved by the thesis editor. Characters must be clear and sharp. Smudged, indistinct, or blurred letters are not acceptable. Standard print size (10 or 12) must be used. Some font styles in 10, however, may be too small. (ProQuest requires a minimum of 2 millimeters for print. The Graduate School requires clear, legible print. The thesis editor should be consulted regarding unusually small or large print.) Font size must not affect accepted spacing of major headings and subheadings.

Computer printouts that are to be duplicated for final copies of the manuscript should be made on unlined computer paper with a new, black cartridge. The right margin may be justified if the spacing between words is not unusually large, if words are properly hyphenated, and if the right margin is justified on every full line of text. A cancelled zero is not allowed in the text.

No prepackaged computer program completely adheres to the University of Utah Graduate School thesis guidelines. Academic Computing and Library Information Systems (ACLIS) is an excellent resource for computer questions (phone number 585-4357).

Margins

All pages of the final duplicated copies of the manuscript must be within the following limits:

left margin:	1 1/2 inches
right, top and bottom margins:	1 inch

Because many duplicating processes expand the image copied, the left and right margins should be set at 1 1/2 inches and 1 inch, respectively, and then each margin moved in by one character.

Words must not be extended into the 1-inch right margin. If the word cannot be hyphenated, the entire word is placed on the following line. If the word can be hyphenated, the hyphen must not extend into the 1-inch right margin.

Pages of straight text must be of consistent length. Pages with full-page tables and figures will vary in length depending upon the amount of data displayed in the table or the size of the figure. Pages of text with a small table or figure beginning or ending the page must be the same length as pages of straight text. Because freestanding subheadings must be followed by at least two lines of text, the bottom margin may vary slightly on pages with freestanding subheadings. At least two lines of text must be placed on the last page of any section/chapter of the manuscript. If a section ends with only one line of text on a page, a line from the preceding page must be moved to the last page.

Preparation of the Original

The original may be printed on any paper that will permit reproduction of acceptable quality for submission to the committee members and eventually to the Thesis Office.

Corrections

No corrections are allowed on the manuscripts turned in for Thesis Release. If errors are found in the final copies, changes must be made in the original, and copies of the corrected pages submitted to the Thesis Office.

Duplication

Copy Submitted for Format Approval

The one copy of the manuscript that is turned in to the Thesis Office for Format Approval may be reproduced on any paper, including standard duplicating machine paper. This first copy must be a representative example of the original. Corrections are written on the copy submitted to the Thesis Office. Manuscripts submitted for Format Approval must have all page numbers printed on the copy. **Single-sided copy only is accepted.**

Copies Submitted for Thesis Release (Final Copies)

When a student's manuscript has received Format Approval, the manuscript is ready for final duplication. If a student submits three copies of a manuscript without previously obtaining Format Approval from the Thesis Office, one manuscript will be reviewed for Format Approval. Corrections then must be made before the three copies are resubmitted.

Photocopies required. Only photocopies of the original are acceptable. The final three manuscripts submitted may not be three originals produced by a printer. Carbon copies also are not acceptable.

Margins required after duplication. The proper margins, 1 1/2 inches on the left and 1 inch on the top, right, and bottom margins, must be maintained through the duplication process. Allowance should be made when the manuscript is originally printed for image expansion that is the result of many photocopying processes (see "Margins").

Paper required for final copies. The final three copies of the thesis or dissertation that are submitted to the Thesis Office must be duplicated onto the same brand and weight of approved 8 1/2 inch x 11 inch paper. The paper must be archivally permanent. Numerous types and brands of paper are considered to be archivally permanent. The definitions for permanence followed by the University of Utah Graduate School are those specified by the *American National Standard for Permanence of Paper for Publications and Documents in Libraries and Archives*, ANSI/NISO Z39.48-1992. The standard has four basic requirement categories: pH, tear resistance, alkaline reserve, and paper stock

The Thesis Office maintains a list of permanent papers. Several approved papers are Fox River Permalife, any Hammermill except linen (all recycled), Strathmore's Renewal and Elements (both recycled), and Neenah Laser. Consult the thesis editor for additional approved papers. All approved papers are white. Textured, patterned paper (lines, polka dots, linen finish, etc.) is not acceptable. If oversize or foldout pages are to be used in the thesis or dissertation, consult the thesis editor.

Examination of final copies. Each page of every manuscript is checked for quality of duplication, correct pagination, missing pages, and crooked or dirty copies. Any problems must be corrected before a Thesis Release is issued.

Quality of Duplicated Copies

Copies of the original manuscript must be clear and clean, with black print and uniform page size. Photocopying machines available to some students in University departments or in places of employment should not be used unless the machines are well maintained and produce thesis-quality copies. Laser printing is unacceptable for the final copies because the print may smear. Any copies that do not meet thesis specifications must be redone. Copies may be printed on only one side of the paper.

With the exception of full-page photographs on photographic paper, all illustrations for theses and dissertations must be duplicated on the same type of approved paper used in the rest of the manuscript. In addition, the same form and quality of illustration must be used in each of the final three copies (e.g., if full-page photographs on photographic paper are used, there must be three copies of each, one for each copy of the manuscript submitted to the Thesis Office).

Distribution of Final Bound Volumes

Students submit three unbound copies of their manuscript in manila envelopes that they purchase, plus an additional copy (or copies in the case of master's students in nursing and doctoral students) of the abstract to the Thesis Office for Thesis Release. After examination in the Thesis Office, the copies are sent to the Marriott Library where they are processed for binding.

Of the three copies, one volume is placed in Archives of the Marriott Library and may be used only in the library, one volume is shelved in the stacks of either Marriott or Eccles Library (depending upon the discipline) for general circulation, and one volume is returned to the student's major department. The stack's copy of doctoral dissertations and master's thesis in nursing is first sent unbound to PQIL; it is bound and shelved after it is microfilmed.

The extra abstract submitted by all students is filed according to department in Special Collections in the Marriott Library in University of Utah Abstracts of Theses and Dissertations. The second extra copy of the abstract of doctoral candidates and master's candidates in nursing is published by PQIL.

Personal Copies

Students who wish to have extra, personal copies of their theses or dissertations may use any paper for duplicating these copies but should be aware that standard copy machine paper may yellow with age. Binding of personal copies cannot be handled through the Thesis Office. If students wish to have hardbound copies of their theses or dissertations that are identical with the binding of the University's copies, they may arrange for binding through local binderies or through the University Bookstore. Soft-cover copies may be obtained at lesser expense through the Orson Spencer Hall Copy Center, several commercial copiers, or the University Bookstore.

Items to Submit for Thesis Release

Appendix B contains copies of the checklists for master's and doctoral students that enumerate the items required by the Thesis Office before a Thesis Release can be issued. A checklist is given to each student when a Format Approval is issued by the thesis editor.

Fees

Fees for binding and microfilming the copies of the thesis or dissertation are payable to the University Cashier, 165 Student Services Building (see Table 4). Fees may be paid in cash or by personal check made payable to the University of Utah. The student receives two copies of a receipt from the cashier, one of which is submitted with the final copies of the manuscript to the Thesis Office.

Table 4
Required Fees^a

Item	Cost
Binding fee @ \$25.00 per copy	\$75.00
Oversize manuscripts (larger than 8 1/2 x 11" or over 2 1/2" thick), additional binding and handling fee @ \$5.50 per copy	16.50
Musical scores requiring special handling due to oversize or folded pages @ \$10.00 per copy	30.00
Lengthy manuscripts (thicker than 3 1/2"), additional binding fee for second volume @ \$10.00 per copy	30.00
Microfilming of doctoral dissertations	55.00*
Microfilming of master's theses in nursing	45.00*
Microfilming abstract only (dissertation must be fully published elsewhere)	55.00*
Optional copyright registration fee (payable only with certified check or money order to ProQuest Information and Learning; this fee is submitted to the Thesis Office with the final copies).	45.00

^aFees listed are current as of January 2001 and are subject to change.

APPENDIX A

SAMPLE PAGES

(This page is an example of a part-title page. Note that the page is counted in the pagination, but no number appears on it. In the contents, the number assigned to this page is the number listed. When a page of text follows a part-title page, the first line of text begins 1 inch from the top edge of the paper. The title assigned to the section following the part-title page is not repeated on the page with text.)

Sample Title Page--Master's Thesis:
Degree and Department the Same

PARODY AND ILLUSION: A CRITICAL EXAMINATION
OF THE WORK OF KENNETH JOSEPHSON

by

Max Kozloff

A thesis submitted to the faculty of
The University of Utah
in partial fulfillment of the requirements for the degree of

Master of Arts

Department of Art
The University of Utah

December 2002

Sample Title Page--Master's Thesis:
Degree and Department Different

BEDROCK DEFORMATION ALONG THE WASATCH FAULT:
IMPLICATIONS FOR PRINCIPAL STRESS MAGNITUDES,
PRINCIPAL STRESS DIRECTIONS, AND SEISMICITY

by

Mary Lou Johnson

A thesis submitted to the faculty of
The University of Utah
in partial fulfillment of the requirements for the degree of

Master of Science

in

Geology

Department of Geology and Geophysics

The University of Utah

May 2003

Sample Title Page--Doctoral Dissertation:
Degree and Department the Same

THE HISTORY OF PERUVIAN ARCHAEOLOGY

by

Allison Paulsen

A dissertation submitted to the faculty of
The University of Utah
in partial fulfillment of the requirements for the degree of

Doctor of Philosophy

Department of Anthropology

The University of Utah

August 2003

Sample Copyright Page

Copyright © Student's Full Legal Name 2002

All Rights Reserved

Sample Supervisory Committee Approval
Form--Master's Thesis

THE UNIVERSITY OF UTAH GRADUATE SCHOOL

SUPERVISORY COMMITTEE APPROVAL

of a thesis submitted by

Max Kozloff

This thesis has been read by each member of the following supervisory committee and by majority vote has been found to be satisfactory.

Chair: Harold R. Jones

Ellen S. Land-Weber

Van Deren Coke

Sample Final Reading Approval
Form--Master's Thesis

THE UNIVERSITY OF UTAH GRADUATE SCHOOL

FINAL READING APPROVAL

To the Graduate Council of the University of Utah:

I have read the thesis of Max Kozloff in its final form and have found that (1) its format, citations, and bibliographic style are consistent and acceptable; (2) its illustrative materials including figures, tables, and charts are in place; and (3) the final manuscript is satisfactory to the supervisory committee and is ready for submission to The Graduate School.

Date

Harold R. Jones
Chair: Supervisory Committee

Approved for the Major Department

Beaumont Newhall
Chair/Dean

Approved for the Graduate Council

David S. Chapman
Dean of The Graduate School

Sample Supervisory Committee Approval
Form--Doctoral Dissertation

THE UNIVERSITY OF UTAH GRADUATE SCHOOL

SUPERVISORY COMMITTEE APPROVAL

of a dissertation submitted by

Allison Paulsen

This dissertation has been read by each member of the following supervisory committee and by majority vote has been found to be satisfactory.

_____	_____
	Chair: Alfred L. Kroeber
_____	_____
	Dorothy Menzel
_____	_____
	John H. Rowe
_____	_____
	Junius B. Bird
_____	_____
	Luis G. Lumbreras

Sample Final Reading Approval
Form--Doctoral Dissertation

THE UNIVERSITY OF UTAH GRADUATE SCHOOL

FINAL READING APPROVAL

To the Graduate Council of the University of Utah:

I have read the dissertation of Allison Paulsen in its final form and have found that (1) its format, citations, and bibliographic style are consistent and acceptable; (2) its illustrative materials including figures, tables, and charts are in place; and (3) the final manuscript is satisfactory to the supervisory committee and is ready for submission to The Graduate School.

Date

Alfred L. Kroeber
Chair: Supervisory Committee

Approved for the Major Department

Max Uhle
Chair/Dean

Approved for the Graduate Council

David S. Chapman
Dean of The Graduate School

Sample Table of Contents
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Reprinted by permission of Mayer, G.E. (1985). An exploration of heterogeneity in an inpatient male alcoholic population using Millon Clinical Multiaxial Inventory personality scales. Doctoral dissertation, the University of Utah, Salt Lake City.

Sample Table of Contents Using
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Adapted from Morgens, P.H. (1984). Does plant mitochondrial DNA rearrange during plant growth? Doctoral dissertation, the University of Utah, Salt Lake City.

Sample Table of Contents Using No
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Adapted from Weber, E.L. (1984). Studies of poliovirus cDNA in an *E. coli* expression vector. Master's thesis, the University of Utah, Salt Lake City.

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APPENDIX B

CHECKLISTS FOR GRADUATION (THESIS) RELEASE

APPENDIX C

COMPARISON OF SPACING REQUIREMENTS

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● after major headings	● between lines of text	● within entries in lists of figures and tables
● before all free-standing subheadings	● after all free-standing subheadings	● within entries in reference list
● before and after equations	● before paragraph headings	● between lines in block quotes
● between text and a figure or table that precedes or follows text AND between two or more figures or tables on a page without text (triple space is the minimum allowed in the latter case)	● before and after single-spaced block quotes	● between subheads in table of contents
	● between entries in lists of tables and figures and in references	● between lines in figure captions and table titles (1 1/2 spaces may be used if there are super- or subscript numbers in caption or title)
	● before and after major heads in the table of contents	

* Triple space is equivalent to two blank lines or 1/2 to 3/4 inch, depending on the font used. **The spacing chosen must be consistent throughout.**

** Double space is equivalent to one blank line or approximately 1/4 inch. **The spacing chosen must be consistent throughout.**

*** Single space is equivalent to no extra space between lines.

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