

# **Thesis and Dissertation Manual**

The Graduate College  
University of Northern Iowa

## Foreword

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

Originally approved by the Graduate Council, University of Northern Iowa, April 9, 1981

Fourth revised edition, 1997  
Fifth revised edition, 1998  
Sixth revised edition, 1999  
Seventh revised edition, 2000  
Eighth revised edition, 2001  
Ninth revised edition, 2002  
Tenth revised edition, 2003  
Eleventh revised edition, 2004  
Twelfth revised edition, 2005  
Thirteenth revised edition, 2007  
Fourteenth revised edition, 2008

**NOTE:** Check out the Graduate College Web Page for a copy of this manual as well as other pertinent information and deadline dates. Address: [www.grad.uni.edu](http://www.grad.uni.edu)

# Table of Contents

Introduction .....	1
General Nature of Thesis Option .....	2
Thesis Committee .....	2
Research Credit for Thesis Work .....	2
Responsibilities .....	2
The Candidate .....	2
The Thesis Advisor .....	3
The Oral Examination/Thesis Committee .....	3
The Graduate College .....	3
Human Subjects in Research .....	4
Animal Subjects in Research .....	4
Titling the Manuscript .....	4
Scope of the Manual .....	4
Format and Style .....	5
Graduate College Requirements .....	5
Word Processing/Printing .....	5
Paper .....	6
Margins .....	6
Spacing .....	6
Corrections .....	7
Pagination .....	7
Abstract .....	7
Abstract and Thesis Title Pages .....	8
The Order of the Thesis/Dissertation .....	8
Preliminary Pages .....	8
Dedication .....	8
Acknowledgments .....	8
Table of Contents .....	9
List of Tables/List of Figures .....	9
Tables, Figures, and Other Illustrations .....	9
Special Materials .....	10
Mathematical and Chemical Notation .....	11
Headings and Subheadings .....	11
References/Bibliographies, and Appendices .....	12
Master of Music, Recital Requirement .....	12
Studio Thesis Guidelines .....	12
Preview .....	12
Copyright and Registration of the Thesis .....	13
ProQuest .....	14
Survey of Earned Doctorates Form .....	14
Submission Guidelines .....	14
Graduate College Check Sheet .....	16
University Record Sheet.....	16
Thesis Approval Page.....	16

Fees and Costs .....	17
Typist .....	17
Binding Fee .....	17
Digitization and Copyright Fees .....	17
Approved Style Manuals .....	18
Department Style Manuals .....	19
Appendices .....	20
Sample Thesis Abstract Title Page, Master's and Specialist's Degrees .....	21
Sample Thesis Title Page, Master's and Specialist's Degrees .....	22
.....	
Sample Dissertation Abstract Title Page .....	23
.....	
Sample Dissertation Title Page .....	24
Sample Thesis Approval Page .....	25
Sample Table of Contents .....	26
Sample List of Tables .....	27
Sample List of Figures .....	27

## INTRODUCTION

In the Graduate College of the University of Northern Iowa, a thesis is an option for most master's degrees but is required for some master's programs and all specialist's degrees (see current University of Northern Iowa *Programs and Courses* catalog for specific requirements). For degrees beyond the specialist's degree, a thesis is always required. A doctoral thesis is often distinguished from those written by candidates for master's and specialist's degrees by the term "dissertation." In this manual, unless specifically stated otherwise, the term "thesis" refers to the requirement for degrees beyond the specialist's, as well as the master's and specialist's thesis.

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

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

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

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

## **GENERAL NATURE OF THESIS OPTION**

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

### **THESIS COMMITTEE**

The department head of the student's major department forwards in writing to the Graduate College, after consultation with the student, a recommendation for thesis committee membership. The committee consists of three or more University of Northern Iowa Graduate Faculty--the student's thesis advisor as thesis chairperson and two or more additional Graduate Faculty members. Usually at least one of these additional members will be from outside the student's major department. The committee assists the student in further defining and supervising the student's research and eventually accepts or rejects the thesis.

The committee for the Doctor of Education Degree is selected by the student in consultation with the Associate Dean of the College of Education. The membership of the committee will include at least five UNI Graduate Faculty members, one of whom is from outside the College of Education who is appointed by the Graduate Dean. The committee for the Doctor of Industrial Technology Degree is selected by the student in consultation with the Head of the Department of Industrial Technology and the Graduate Coordinator. The membership of the committee will consist of three members from the Department of Industrial Technology, and two UNI Graduate Faculty members from outside the department, one of whom will be a representative of the Graduate College assigned by the Graduate College Dean. Formal work on the dissertation for either degree may not proceed without approval from the respective committee.

### **RESEARCH CREDIT FOR THESIS WORK**

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

## **RESPONSIBILITIES**

### **THE CANDIDATE**

The candidate's minimum responsibilities for the thesis are:

1. Organizing and presenting content accurately, readably, and usefully;
2. Composing in a clear and correct form (e.g., organization, sentence structure, paragraphing, punctuation, spelling, and grammar);
3. Assuring correct form and accuracy of information in quotations, footnotes, bibliographic citations, tables, and other illustrative materials as outlined in the style manual approved by the student's major department;
4. Supplying thesis materials which meet the requirements of this manual;
5. Verifying with the Graduate College that an approved Program of Study is on file;

6. Arranging with the Graduate College Reviewer for a thesis preview to review the style and format. The preview should be with a "final draft" of the thesis that is formatted following the department style manual and the specifications outlined in this manual. **No thesis will be accepted by the Graduate College for approval without this preview.**

7. Checking deposit copies for errors prior to submission to the Graduate College Office. If there are an excessive number of errors in the submission copies, the Graduate College Reviewer will not finish reading the thesis, and the student will be notified of that finding. The student then will be obliged to assure that the thesis has been carefully edited before resubmitting corrected deposit copies.

8. Meeting Graduate College deadlines. The candidate must submit all deposit copies by the Graduate College deadline date in order to be eligible to graduate that semester. Students are allowed to participate in the graduation ceremony prior to completion of the thesis.

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

### THE THESIS ADVISOR

Although the student bears the primary responsibility for the thesis, the thesis advisor is expected to guide and counsel the student during its preparation. In particular, the advisor should suggest or require specific improvements in organization, form, content, and expression.

The signature of the thesis advisor is required on all theses. The advisor's signature certifies that the student's thesis:

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

### THE ORAL EXAMINATION/THESIS COMMITTEE

The committee has the responsibility for evaluating the thesis critically and suggesting corrections or improvements. The committee also has the responsibility for certifying that the student is competent in the subject area contained in the thesis and is able to communicate his or her scholarly or creative efforts to others with a high degree of skill. The committee will also assist the student in following the writing style as designated by the department.

### THE GRADUATE COLLEGE

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

## **HUMAN SUBJECTS IN RESEARCH**

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

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

## **ANIMAL SUBJECTS IN RESEARCH**

The University of Northern Iowa takes responsibility for humane care and use of animals used in research projects. The University is committed to comply with the *Principles for Use of Animals*, the *Guide for the Care and Use of Laboratory Animals*, the provisions of the Animal Welfare Acts, and other applicable laws and regulations.

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

## **TITLING THE MANUSCRIPT**

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

## **SCOPE OF THE MANUAL**

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

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

## FORMAT AND STYLE

### GRADUATE COLLEGE REQUIREMENTS

The Graduate College is responsible for maintaining those requirements established by the Graduate Council which are necessary for the processing, microfilming, binding, and storing of theses, and for the maintenance of some uniformity of organization. **The required standards are described in this booklet, and the Graduate College will not accept any manuscript that fails to meet these standards.** The purpose of these requirements is to impose uniformity in manuscripts by individuals from various disciplines. If there should be a discrepancy between the requirements described in this manual and the requirements in the department style manual, this UNI manual should be followed. Theses written in past years and now in the library should not be used as standards for manuscript preparation because they may not reflect current standards and/or requirements. This practice will not be considered an acceptable excuse for failure to conform to Graduate College specifications or those of the designated style manual.

### WORD PROCESSING/PRINTING

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

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

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

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

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

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

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

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

## PAPER

The stock for deposit copies of the thesis must be white bond paper, 8½ x 11 inch, acid free, 25% or 100% cotton, 24 pound. (Neenah Laser is the preferred brand of paper and it may be purchased at Print Services on campus.) The same brand and weight of paper must be used throughout the thesis. The original manuscript must be typed or printed on one side of the paper only. Students may print final copies directly from the laser printer or make photocopies. The print or type must have a consistent sharpness, clarity, and darkness throughout the text.

## MARGINS

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

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

### **Do not right-justify lines.**

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

## SPACING

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

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

When lines of chapter titles or subheadings are more than half a line in length, they may be divided, preferably using an inverted pyramid format, and single-spaced. Two-line headings and figure captions may also be single-spaced. Triple-space before and after tables and figures to separate from the text. If there are two tables or figures on the same page, separate them by a triple-space. (A triple-space means 3 single-spaced blank lines or 2 double spaces.)

## CORRECTIONS

Corrections must always be made in typeface or print matching the original and must be done with attention to neatness and permanence. Use of white correction fluid is not permitted on finished corrected copies. No corrections with pencil or pen are allowed. *Copies that give evidence of careless preparation will not be accepted by the Graduate College.* Careful proofreading must follow any changes.

## PAGINATION

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

## ABSTRACT

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

The first page of the abstract should be headed by the word ABSTRACT typed in all capital letters, centered between margins. The text begins a double space below, is double-spaced, and is typed in normal paragraph form. The first word of each paragraph should be indented consistent with the rest of the paper. *Although the abstract may have several paragraphs, it should contain no subtitles, paragraph headings, or citations. The abstract precedes the thesis, and its pages are NOT numbered. It is not included in the Table of Contents. Each abstract must have a title page. (See Appendix for example.)*

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

## ABSTRACT AND THESIS TITLE PAGES

The title pages of both the abstract and the thesis must conform to the Graduate College example for the degree being sought. Sample title pages are found in the Appendix. The title, as it appears on the title page, must agree exactly with the title listed on the University Record Sheet or Dissertation Approval Sheet (form provided at time of preview).

Included on the title page must be the following:

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

The doctoral abstract title page differs from the master's or specialist's abstract title page in that the names and signatures of the advisor and the Graduate Dean appear on it. The doctoral thesis title page differs from the master's or specialist's thesis title page in that the committee members' names and signatures appear on the title page. All other requirements remain the same.

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

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

## PRELIMINARY PAGES

### DEDICATION (optional)

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

### ACKNOWLEDGMENTS (optional)

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

## TABLE OF CONTENTS

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

## LIST OF TABLES/LIST OF FIGURES

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

## TABLES, FIGURES, AND OTHER ILLUSTRATIONS

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

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

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

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

Tables and figures plus captions must be prepared in a way that preserves thesis margins. If a table or figure needs to be in landscape (positioned sideways), the title must also be sideways with the heading toward the binding edge allowing a proper margin, and the title must be oriented to read with the table or figure. The page number must appear in the usual position. (Hint: When using Word, a text box can be inserted in order to place the page number in the correct position.)

Oversized tables and figures may be reduced, but the table or figure number and title may not be reduced and must be in the same typeface as the rest of the paper. They may be photographically reduced, if necessary, but not to the extent of jeopardizing legibility. Tables and figures should be separated from the text (or any other material on the page) and from each other by at least three or four single lines of space. (Choose either three or four, but be consistent in the number of blank lines used.)

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

Color print may be used on a limited basis in tables and figures, if the writer feels a need to do. Be sure to use a laser quality printer. Keep in mind that color print is much less stable than black. Color is likely to fade over time and be less effective in defining the emphasized areas of graphs, figures, etc. Also keep in mind that microfilms will be in black and white. If distinctions are made with color, the distinctions should also be described in the text. It is preferable to limit the use of color to the Appendix.

No style manual covers all problems or situations in table or figure presentation. Questions concerning table and figure presentation should be directed to the Graduate College Office. The preparation of tables and figures must be guided by the requirements for the final deposit copy.

## **SPECIAL MATERIALS**

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

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

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

Do not use rubber cement, ordinary glue, tape, photo mounting corners, or staples as these are neither acid-free nor durable.

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

## MATHEMATICAL AND CHEMICAL NOTATION

Symbols other than letters of the Roman alphabet and Arabic numerals that are not available on a keyboard, must be drawn carefully and legibly with a fine-pointed pen with black waterproof ink. A ball-point or a water-based felt tip pen is not acceptable. If a manuscript contains a large number of special symbols, the student should have the manuscript produced on a machine equipped with the needed symbols.

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

## HEADINGS AND SUBHEADINGS

Headings indicate the organization of the thesis. A consistent system of headings must be adopted for use throughout the thesis. All topics of equal importance have the same level of heading throughout a manuscript. Regardless of the number of levels of subheading within a section, they must always follow the same top-down progression. Many style manuals suggest systems of headings, but these sometimes need to be modified for use in a particular thesis to provide for the desired number of levels. The Graduate College recommends the following:

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

An illustration of these follows:

### CHAPTER 1

#### CENTERED UPPERCASE HEADING

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

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

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

Each new chapter begins on a new page. Major headings and minor headings and divisions ordinarily do not begin a new page. Headings should not appear at the bottom of a page with no textual material following. **At least two lines of text must follow a heading at the bottom of a page.**

## REFERENCES/BIBLIOGRAPHIES, AND APPENDICES

All theses should contain appropriate documentation, that is, references to original literature relevant to the research presented in the paper. The first page of the reference/bibliography section should immediately follow the last page of the text. The department style manual should be consulted as to the information requirements of an entry, the order of presentation of the items, and punctuation. Omission of essential information, errors in spelling names, and inaccuracies in copying volume numbers, page numbers, or dates may force the reader to do additional bibliographic searching and will reflect upon the quality of the author's work. All citations in the manuscript must appear in the reference/bibliography section. **Each reference/bibliographic entry is to be single-spaced with a double space between entries.** All entries are typed in a hanging indent format which means the first line is flush left and the following lines are indented 5 spaces as a paragraph.

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

## **MASTER OF MUSIC, RECITAL REQUIREMENT**

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

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

CDs: Two compact discs of all recitals/performances involved. Identify each CD with a paper label inserted into the cases. Do not write directly on the CD as the ink may cause deterioration of the CD.

Program: Two copies of recital program printed on approved thesis paper.

## **STUDIO THESIS GUIDELINES**

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

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

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

Slides or CDs with visual images of the works: Two sets of color slides, 2" x 2", must be excellent quality and presented in 8½" x 11" plastic holder(s). Each slide must be numbered as in the List of Slides and must bear the student's name together with all other information indicated in the List of Slides. Such information must be clearly and neatly hand-lettered in waterproof ink directly on the slide mount or typed on a self-adhesive label that is attached to the slide mount. Alternately, two CDs of digital images may be submitted along with two corresponding lists or descriptions of the creative work, printed on the approved thesis paper. Insert a paper label into each CD case to identify it with your name and thesis title.

## **PREVIEW**

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

At the beginning of each semester each department must submit to the Graduate College the names of all students intending to graduate in that semester. The Graduate College then forwards to the student a letter explaining the preview process and the deadline date for completing the preview. An approved Program of Study must be completed in order for the student to schedule a preview appointment. A specific deadline date for the preview to occur is established each semester, and it is the responsibility of the student to be aware of this date. No preview will be scheduled after the deadline date of each semester.

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

Prior to the scheduled preview appointment doctoral candidates are granted a pre-preview. The student is asked to submit a copy of the dissertation that should be in final format on regular printer paper to the Graduate College as early as possible for the Reviewer to examine. The copy is returned to the student who then makes the suggested changes prior to the scheduled preview appointment. Allow at least two weeks for the pre-preview.

## **COPYRIGHT AND REGISTRATION OF THE THESIS**

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

Copyright by  
YOUR NAME IN CAPITAL LETTERS  
2008  
All Rights Reserved

In order to establish a public record of a thesis and to prevent the unlawful reproduction, use, or distribution of the work, a student may elect to register a copyright. Arrangements for registering a copyright are handled by the Graduate College through ProQuest. The forms and instructions are available at [http://www.il.proquest.com/dissertationagree/dissertation\\_publishing\\_agreement.pdf](http://www.il.proquest.com/dissertationagree/dissertation_publishing_agreement.pdf)

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

Page 5 of the publishing document should be printed, signed and submitted to the Graduate College for registration of copyright. A copyright registration fee must be paid by the student. Registration establishes a public record of the thesis or dissertation, the copyright, the author's name and address. Registration is required before the author can file an infringement lawsuit. Timely registration also bestows additional legal rights, particularly the ability to receive "statutory damages" and attorneys' fees in an infringement action. Registration must occur within three months after the date of first publication in order to make such claims.

Students are not required to obtain permission to use information that is in the public domain. However, appropriate acknowledgment must be made and written permission must be secured if resource materials fall

outside the fair use doctrine. It is important to note that it may take several weeks or months to obtain permission to use copyrighted material in your thesis.

## PROQUEST

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

The author of a doctoral dissertation is required to sign an agreement that authorizes ProQuest to digitize and publish the abstract. Forms for this authorization are available online at [http://www.il.proquest.com/dissertationagree/dissertation\\_publishing\\_agreement.pdf](http://www.il.proquest.com/dissertationagree/dissertation_publishing_agreement.pdf)

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

Password = publish

Pages 3 and 4 should be printed and submitted to the Graduate College. The Graduate College submits the forms to ProQuest for the student. Authors are permitted, however, to publish all or any part of the dissertation at any time by any method. Additionally, if the student wishes to delay having his abstract published by ProQuest (e.g., waiting for a patent), a statement may be included with the manuscript giving a release date to ProQuest.

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

Master's students have the option of submitting their thesis to ProQuest for digitization. Should they choose to do so, they must complete the necessary authorization form, pay the appropriate fee, and submit an extra copy of the thesis (with an unsigned approval page) to the Graduate College to send to ProQuest. This copy may be on ordinary printer paper. The forms for Master's theses are available on page 3 and 4 of the following link: [http://www.il.proquest.com/dissertationagree/masters\\_thesis\\_publishing\\_agreement.pdf](http://www.il.proquest.com/dissertationagree/masters_thesis_publishing_agreement.pdf)  
The username and password are the same as noted above.

## SURVEY OF EARNED DOCTORATES FORM

Doctoral students graduating from the College of Education at the University of Northern Iowa must complete a Survey of Earned Doctorates form. The survey is conducted for the National Science Foundation, the Department of Education, the National Endowment for the Humanities, and the National Institute of Health. The data provides important information on decisions affecting graduate education. Forms and information are available from the Graduate College Office and are given to the student at the time of the preview. The form may also be downloaded from the National Research Center website: <http://www.norc.org/projects/Survey+of+Earned+Doctorates.htm> Scroll down to the center of the page under Questionnaires and choose the appropriate one for your date of graduation. Pages 1 through 6 should be printed and submitted to the Graduate College.

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

## SUBMISSION GUIDELINES

Deposit copies of the thesis must be made on approved thesis paper (see page 6 of this manual for specific guidelines) and must be produced by a black-on-white process. In producing deposit copies of the thesis, the student's objectives should be legibility of print, readability of format, and uniformity of contrast between paper and print. Copies of the manuscript must be reproduced by a copying method that ensures quality approximating that of the original. Any duplicating process that is used must produce a permanent, sharp, high-contrast, black image suitable for digitizing. Caution should be used in selecting the duplicating

process to be certain that the copy produced is completely free of spots, lines, smudges, or other blemishes. The student is responsible for the quality of paper on which the copies are made. Allow at least one or two days for completion of the copying. Do check pagination. All pages in each copy must be in correct order and numbered correctly. Any document submitted with pages missing or with any submission forms missing, will not be read until all pages and/or forms have been submitted. Final approval of the thesis cannot be given until all required materials are submitted and reviewed by the Graduate College.

The Graduate College reserves the right to refuse any paper that does not meet the paper quality requirements, the standards of form established, or which is not suitable for binding and digitizing. The student is cautioned always to keep a hard copy of the thesis identical to the copy submitted to the Graduate College. This will ensure exactness in making the proper revisions as recommended by the Graduate College.

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

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

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

1. Two deposit copies of the thesis and abstract on approved thesis paper, to be bound and maintained by Rod Library at the University of Northern Iowa
2. One extra copy of the abstract and abstract title page on approved thesis paper (for Graduate College files)
3. *Minimum* of four copies of thesis approval page on approved thesis paper, all originally signed by each committee member. The Graduate College keeps three copies, and all extras are signed by the Graduate Dean and returned to the student for personal use.
4. Graduate College check sheet (provided at time of preview)
5. University Record sheet (provided at preview and available on Graduate College website: [http://www.grad.uni.edu./\\_files/forms/thesis/recordsheet.doc](http://www.grad.uni.edu./_files/forms/thesis/recordsheet.doc))
6. Actual thesis draft read at time of preview
7. ProQuest Publishing and Copyrighting Agreement (optional). See page 14 of this manual. Attach copy of abstract title page and abstract.
8. One additional copy of the thesis and abstract on regular printer paper with unsigned copy of thesis approval page (for publishing; optional)
9. Receipt for payment of publishing (optional), copyright registration (optional), and University binding fee (see page 17)
11. Self-addressed label (provided at time of preview) for return of extra approval pages to student
12. Six additional blank sheets of approved thesis paper (required for binding)

#### DISSERTATION (Doctoral)

1. Three deposit copies of the dissertation and abstract on approved thesis paper (two copies will be maintained by the Rod Library and one copy maintained by the Graduate College)
2. One additional deposit copy of the dissertation and abstract on regular printer paper with unsigned copies of title pages (for publishing)
3. One additional copy of abstract on approved thesis paper (for Graduate College files)
4. One additional copy of abstract and unsigned title pages on regular printer paper (attach to ProQuest agreement form)

5. Actual dissertation draft read at time of preview
6. Dissertation Approval sheet, with all required signatures (Graduate College Dean will sign when final approval is given by Graduate College.) Forms are available on Graduate College website:  
EdD candidates: [http://www.grad.uni.edu./files/forms/thesis/approval\\_phd\\_edu.doc](http://www.grad.uni.edu./files/forms/thesis/approval_phd_edu.doc)  
DIT candidates: [http://www.grad.uni.edu./files/forms/thesis/approval\\_phd\\_it.doc](http://www.grad.uni.edu./files/forms/thesis/approval_phd_it.doc)
7. ProQuest Publishing and Copyrighting Agreement (see page 14)
8. Survey of Earned Doctorates Form—College of Education students only (see page 14)
6. Dissertation Approval sheet (provided at time of preview)
7. ProQuest and Copyrighting Agreement (provided at time of preview)
8. Survey of Earned Doctorates Form (provided at time of preview)
9. Receipt for payment of copyright registration (optional), publishing, and binding
10. Additional Abstract and Dissertation Title Pages all originally signed (extras will be returned to student for personal use after Graduate Dean has signed)
11. Graduate College check sheet (provided at time of preview)
13. Self-addressed label (provided at time of preview)
14. Nine blank sheets of approved thesis paper (required for binding)

Note: The Graduate College requires five copies each of originally signed dissertation and abstract title pages on approved paper. In order for the student to have title pages for personal copies, the student must submit additional signed title pages to the Graduate College. All extras will be signed by the Graduate Dean and returned to the student when the dissertation has received final approval.

### **GRADUATE COLLEGE CHECK SHEET**

The Graduate College check sheet is given to the student at the time of the preview and must be completed and returned at the time of final submission of the thesis. The check sheet contains the student's current address and is signed and dated by the Reviewer at the time of the final check.

### **UNIVERSITY RECORD SHEET**

The University Record Sheet is available at <http://www.grad.uni.edu./files/forms/thesis/recordsheet.doc> and must be completed by the student and submitted with final submission copies. It may be printed on ordinary printer paper.

### **THESIS APPROVAL PAGE**

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

### **FEES AND COSTS**

TYPIST

If a student hires a typist to prepare the final copy of the manuscript, the typist should be experienced in typing scholarly papers. Responsibilities of the student and the typist should be established before typing actually begins so that both parties will have a firm understanding about the work to be performed and the charges to be paid. *The student should allow the typist enough time to work without pressure.* The typist is responsible for preparing a perfect copy of what is presented. The typist should not be required nor be expected to correct errors of spelling, punctuation, or grammar in the manuscript. The manuscript should be given to the typist in correct form, and the typist should be responsible only for typing what the author actually presents.

The student may reasonably expect a typist to work with a typed draft copy and produce a final manuscript of the thesis that meets prescribed standards of margins, spacing, page numbering, and similar matters of format. The student should ascertain that the typist selected has a copy of this manual and is willing to follow the specifications herein. A typist should not be expected (at least without extra compensation) to perform additional duties such as editing the text, references, or footnotes. Ultimately, it is the student's responsibility to proofread closely for typographical and other errors.

#### BINDING FEE

The Graduate College requires a fee for binding the two deposit copies of the thesis. The fee must be paid at the Cashier's window of the Office of Business Operations with the receipt presented to the Graduate College. (For doctoral students, there is no charge for the third copy of the dissertation.)

A student wishing to have personal or departmental copies bound should check with the departmental secretary. A fee will be charged for the binding.

#### PUBLISHING AND COPYRIGHT FEES

For doctoral dissertations a fee is required to cover the cost of publishing by ProQuest. An additional fee is required if the student wishes to have the copyright registered. All fees are outlined at the time of the preview as fees are subject to change. Check with the Graduate College before making payment to the Cashier's window of the Office of Business Operations.

Publishing and copyrighting are optional for Master's theses.

## APPROVED STYLE MANUALS

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

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

American Institute of Physics. *Style Manual for Guidance in the Preparation of Papers for Journal*, 3rd edition. New York: American Institute of Physics, 1978.

American Psychological Association. *Publication Manual*, 5th edition. Washington, DC: American Psychological Association, 2001.

American Sociological Association. *American Sociological Association Style Guide*, 2<sup>nd</sup> edition. Washington, DC: American Sociological Association, 1997.

*Chicago Manual of Style*, 14th edition. Chicago: University of Chicago, 1993.

Council of Biology Editors Inc. *Scientific Style and Format*, 6th edition. Cambridge, UK: Cambridge University Press, 1994.

Dodd, Janet, Ed. *The ACS Style Guide, A Manual for Authors and Editors*, 2<sup>nd</sup> edition. Washington, DC: American Chemical Society, 1997.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*, 6th edition. New York: The Modern Language Association of America, 2003.

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

Slade, Carole; Campbell, William; and Ballou, Stephen. *Form and Style*, 10th edition. Boston: Houghton Mifflin Company, 1997.

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th edition. Chicago: University of Chicago Press, 1996.

## DEPARTMENT STYLE MANUALS

### College of Education

Curriculum and Instruction	APA
Educational Administration & Counseling	APA
Educational Psychology & Foundations	APA
Health, Physical Education & Leisure Services	APA
Special Education	APA

### College of Humanities and Fine Arts

Art	MLA
Communication Studies	APA; MLA
Communicative Disorders	APA
English Language and Literature	APA; MLA
Modern Languages	MLA
Music	APA; Irvine's; MLA; Turabian
Women's Studies	Varies. Consult Advisor.

### College of Natural Sciences

Biology	CBE
Chemistry	ACS Style Guide
Computer Science	APA
Environmental Science/Technology	Style practices of a principal journal in field of study
Industrial Technology	APA
Mathematics	Slade, Campbell, & Ballou; Turabian
Mathematics Education	APA
Science Education	APA

### College of Social and Behavioral Sciences

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

## **APPENDICES**

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

TITLE OF THE THESIS ALL  
IN CAPITAL LETTERS

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

Your Full Name

University of Northern Iowa

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

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

TITLE OF THE THESIS ALL  
IN CAPITAL LETTERS

A Thesis  
Submitted  
in Partial Fulfillment  
of the Requirements for the Degree  
Master of Arts

Your Full Name

University of Northern Iowa

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

**SAMPLE DISSERTATION ABSTRACT TITLE PAGE**

TITLE OF THE DISSERTATION ALL  
IN CAPITAL LETTERS

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

Approved:

---

Dr. (type name), Committee Chair

---

Dr. Sue A Joseph  
Interim Dean of the Graduate College

Full Name of Student

University of Northern Iowa

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

**SAMPLE DISSERTATION TITLE PAGE**

TITLE OF THE DISSERTATION ALL  
IN CAPITAL LETTERS

A Dissertation  
Submitted  
in Partial Fulfillment  
of the Requirements for the Degree  
Doctor of Industrial Technology or Doctor of Education

Approved:

---

Dr. (type name), Chair

---

Dr. (type name), Co-Chair

---

Dr. (type name), Committee Member

---

Dr. (type name), Committee Member

---

Dr. (type name), Committee Member

Full Name of Student

University of Northern Iowa

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

**SAMPLE THESIS APPROVAL PAGE**  
(To be typed by the student)

This Study by:

Entitled:

has been approved as meeting the thesis requirement for the  
Degree of

_____	_____
Date	Dr. (type name), Chair, Thesis Committee
_____	_____
Date	Dr. (type name), Thesis Committee Member
_____	_____
Date	Dr. (type name), Thesis Committee Member
_____	_____
Date	Dr. Sue A. Joseph, Interim Dean, Graduate College

**SAMPLE TABLE OF CONTENTS**

iii

**TABLE OF CONTENTS**

	PAGE
LIST OF TABLES .....	vii
LIST OF FIGURES .....	viii
CHAPTER 1. CHAPTER HEADING IN ALL CAPITAL LETTERS .....	1
Major Heading—Centered and Underlined in Body of Thesis, First Letter of all Important Words Capitalized.....	3
Minor Heading—Placed at Left Margin and Underlined in Body of Thesis, First Letter of all Important Words Capitalized.....	10
Minor division—paragraph heading indented, only first letter of first word capitalized and followed by a period .....	18
CHAPTER 2. SAME FORMAT AS CHAPTER 1 .....	25
If Subheadings are Included in the Table of Contents, the Same Levels Must be Listed for All Chapters .....	37
REFERENCES .....	75
APPENDIX A: TITLE OF APPENDIX IN ALL CAPITAL LETTERS .....	79
APPENDIX B: SAME FORMAT AS APPENDIX A.....	83

**SAMPLE LIST OF TABLES**

(Type on a separate page)

vii

LIST OF TABLES

TABLE		PAGE
1	Title of Table 1 Using the Same Wording as in the Body of the Thesis .....	15
2	Title of Second Table Taken from the Body of the Thesis.....	27

SAMPLE LIST OF FIGURES

(Type on a separate page)

viii

LIST OF FIGURES

FIGURE		PAGE
1	Title of Figure 1 with Same Wording as in the Figure Caption in the body of the Thesis.....	9
2	Title of Second Figure Taken from the Caption within the Thesis .....	32