



THESIS AND DISSERTATION GUIDE

Office of Graduate Studies

<http://www.uwf.edu/graduate/>

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INTRODUCTION

All of The University of West Florida's doctoral students and a large number of its master's students will be preparing dissertations and theses as part of their graduate curricula. Effective in Fall 2004, these documents will be submitted electronically as well as in hard copy. Because the bound thesis or dissertation is a "publication" of The University of West Florida, the University sets certain standards of format, paper, reproduction, binding, and approval which must be followed by students in all academic disciplines. This Guide sets forth those standards and supersedes all previous versions. The Guide is also intended to serve as an aid to faculty involved in the supervision and direction of master's theses and doctoral dissertations.

The University requires students to write in the style required by their disciplines, or subdisciplines, because that style is the one most likely to be useful after graduation. Students should consult the list of style manuals adopted by the various graduate departments and should determine—with the help of their advisory committees—whether other styles are appropriate. In cases where formatting and organizational recommendations differ, this Thesis and Dissertation Guide takes precedence over the style manuals.

Regarding the structure or format of the thesis or dissertation, discipline-specific requirements should be the major considerations. For example, humanities may encourage organization into separate chapters and an introduction and conclusion, whereas certain sciences may encourage a scientific journal format. Students who are

unsure about any aspect of Guide requirements should consult with their advisory committees or the Office of Graduate Studies. Finally, students should pay particular attention to the sample forms displayed on the attachments and some of the more common errors that have appeared in the past.

Theses and dissertations must be produced in hard copy as well as in electronic format. The electronic requirement applies to all doctoral students who have been advanced to candidacy and all master's students admitted to The University of West Florida in or after Fall 2004.

PARTS OF THE MANUSCRIPT AND MANUSCRIPT FORMATTING

The student is responsible for the format, style, and appearance of the thesis or dissertation. The following notes are intended to assist in the preparation of the manuscript's final form. A thesis or dissertation consists of four major parts: (1) preliminary pages, (2) text, (3) references/bibliography, and (4) appendixes (not required but necessary to show permission to work with human or animal subjects, etc.). All pages of all sections must conform to the margins as indicated in Attachment A.

Preliminary Pages

Preliminary pages must appear in the order described below. Sample pages are included in the section labeled Thesis and Dissertation Attachments. These pages are numbered with lowercase roman numerals.

Title Page (Required)

Each copy of the thesis or dissertation must include a title page prepared exactly in accordance with Attachment B or C. Note that titles should be formatted in inverted-pyramid style. The candidate's full legal name must be used on the title page.

Copyright Notice (Optional)

Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to authors of "original works of authorship." This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act

provides details regarding rights that are granted to the owner of the copyright. It should be noted that copyright protection is in effect from the time the work is created in fixed form, and the copyright in the work of authorship immediately becomes the property of the author who created the work. Only the author or those deriving their rights through the author can rightfully claim copyright.

If the author wishes to pursue formal copyright registration, the appropriate forms and the Copyright Law Guidelines may be obtained from many sources, including the U.S. Copyright Office, Library of Congress, Washington, D.C. 20559, <http://www.copyright.gov/>. The author is responsible for all fees and other requirements.

While a notice of copyright is no longer required under U.S. law, it is often beneficial. The use of a copyright notice is the responsibility of the copyright owner and does not require advance permission from, or registration with, the U.S. Copyright Office. If a copyright notice is to appear in a thesis or dissertation, it follows a particular form described in the copyright application materials (usually © 2000 John Doe). This notice should be placed on a separate page directly following the title page; it counts in the numbering system, but no number appears on the page (Attachment D).

Signature Page (Required)

All required hard copies of a thesis or a dissertation (two if submitting electronically; four if not) submitted to the John C. Pace Library must include a signature page that has been signed by each member of the student's advisory committee, the department or division chair, and the Dean of Graduate Studies. This page is to be prepared exactly in accordance with Attachment E or F and should directly follow the

title page (or the copyright notice if there is one); it counts in the numbering system, but no number appears on the page.

The signature page must be signed in black ink, so clean photocopies on acid-free bond paper can be made. In no case should more than five copies be submitted.

(Photocopies of the original signature page can be used for hard-bound copies desired for personal use.)

Dedication and/or Acknowledgment Page (Optional)

The candidate may wish to include a brief dedication and/or acknowledgment; if so, it follows the signature page and is the first page to include a page number. This is the place to acknowledge sources of inspiration, support, and assistance. The candidate need not acknowledge advisory committee members; their participation is assumed from their names on the approval page. However, a candidate may wish to highlight an unusual or special contribution by an advisory committee member. See Attachment G for a sample dedication and/or acknowledgment page.

Table of Contents (Required)

The Table of Contents lists the chapter and section headings with their page numbers (Attachment H). All entries in the Table of Contents should be made in precisely the same wording as the headings appear in the text. Main headings (chapter headings) in the table should be written in all capitals. Subheadings used in the text must also appear in the Table of Contents, and the wording should be identical. If illustrative materials, tables, plates, or photographs are incorporated into the text, then a separate List of Figures, List of Tables, List of Plates, or List of Photographs must be included on separate pages after the Table of Contents. Samples are provided in Attachments I and J.

The titles of multiple appendixes also must appear on the Table of Contents and the wording should be identical to the titles on the cover pages in the text.

Abstract (Required)

A thesis or dissertation is made available outside the University through reference databases to ensure accessibility to a wide academic audience. An abstract suitable for this purpose is required. An abstract should not exceed 200 words for theses or 350 words for dissertations. Usually the abstract will briefly describe the problem, the method of study, principal results, and conclusions. The abstract should be written in present or past tense (not future tense as was used in the proposal). The first page of the abstract must also include the full title of the thesis or dissertation in all capitals (inverted-pyramid style consistent with the title page, but single-spaced here) and the candidate's full name (Attachment K).

Text

Academic disciplines (and often subdisciplines) employ various styles of writing and formatting, and students in those disciplines are usually encouraged to write in the respective prescribed styles. The student preparing a dissertation should follow the style and formatting guidelines set forth in this Guide, and the style adopted by his/her own discipline or subdiscipline. Dissertations in the Ed.D. program currently follow the American Psychological Association (APA) style. In cases where formatting and organizational recommendations differ, this Thesis and Dissertation Guide takes precedence over the style manuals. To ensure uniformity of style to theses and dissertations accepted by the University and to facilitate reproduction, the following standards of style are set.

Word Processing and Fonts

The manuscript should be produced on a laser-quality printer in black ink. Dot matrix and inkjet printer outputs are not acceptable. Standard and readable word processing fonts—such as Arial, Helvetica, New York, Palatino, or Times Roman—should be used. The introduction of different fonts may be permitted under special circumstances only and with approval by the Dean of Graduate Studies in advance of submission. The standard font size is 12 point, but, if necessary, different sizes may be occasionally introduced. As in this Guide, text should be left-aligned (flush against the left margin). Right-aligned or justified (flush against both the left and right margins) is not permitted. Word breaks at the end of the lines are also not permitted. The use of superscript and subscript should be kept to a minimum unless used in mathematics or recommended in a stylesheet or style manual. Normally, “June 30th” is preferred to “June 30th.”

Margins

A binding margin of 1.5 inches must be provided on the left for all pages, including references and appendixes. The first page of each new major section or chapter must have a 2.0 inch top margin. See Pagination for margin specifications relating to page numbers. Attachment A may be used as a guide.

Spacing

The manuscript text must be double-spaced. However, use triple spacing before headings and subheadings and double spacing after.

Triple space before and after short tables and figures included on pages with written material. Single spacing is normally used for captions and footnotes and may be used for lists or “bullets,” extensive quotations, bibliographic citations, and appendixes;

however, the format requirements of the discipline-specific style guide used takes precedence. Single spacing may also be used in long tables to make them more readable. Triple spacing may be used within long tables to set meaningful sections apart for the reader. Consult the discipline-specific style guide regarding deviating from double spacing in the text.

Subdivisions and Headings

Major sections, or chapters, should have titles (headings) and should begin on a new page. Each major section should have a two-inch margin from the top on its first page. The use of the word CHAPTER or numbers is not necessary, although both are often used, e.g., CHAPTER I. INTRODUCTION. Headings must be in “all caps” (all letters capitalized) and must be centered between the page margins (not “indented” margins). Headings of major sections, or chapters, may be in bold, but not italicized, font.

A major section, or chapter, may be subdivided into hierarchical levels of subsections. A subheading must appear on the same page as the beginning of the paragraph that follows it. If a chapter is divided into first-level subsections, then there must be at least two such subsections. And if a first-level subsection is to contain second-level subsections, then there must be at least two of those. Each subsection must have a heading, i.e., subheading. Theses and dissertations normally include two or three levels of subsections, but occasionally additional levels are needed.

Pagination

Preliminary pages are sequentially numbered using lowercase roman numerals centered 1 inch from the bottom of each page. The cover page (title page) is the first

preliminary page, but the page number is not shown. The optional copyright page and the signature page, which follow the title page, also do not display page numbers.

All pages of the body of the thesis or dissertation, beginning with the first page of the introduction (if one is included) and continuing through the bibliography (or appendix, if there is one), are sequentially numbered in Arabic numerals. The typeface and font size for page numbers should be consistent with the text font. There are two allowable formats for pagination:

- 1) On all pages, the page number is centered one (1) inch from the bottom.
- 2) On each page marking the beginning of a new chapter (section), the number is centered one (1) inch from the bottom. All other page numbers in the body of a manuscript are placed at the right-hand margin, one-half (0.5) inch below the top of the page.

Page numbers should not be shown on pages containing stand-alone figures or illustrations. In cases where “landscape” pages are used to display figures or illustrations (and the accompanying caption is shown in landscape format as well) such as in the appendix, the page number should be placed in its normal (portrait) position.

Illustrative Materials

All illustrative materials (e.g., maps, graphs, tables, or photographs) should be incorporated into the text as soon as possible after they are mentioned, usually directly after the paragraph containing the initial reference. Students should avoid sentences such as “Figure 8 shows the location of the bridge” or “Table 5 illustrates the responses of the two sets of sixth-grade students.” It is best to use sentences such as “The bridge over the Rhine River was blown up in March 1945 (Figure 8)” or “The responses of the two sets

of sixth-grade students varied little (Table 5).” Once a figure has been introduced to the reader, subsequent referrals to that figure should be cited as “(Figure 8).”

Diagrams, figures, illustrations, photographs, and long tables must be placed on separate pages if they take up most of the page. Do not include page numbers on these pages. Shorter tables, figures, or other graphics must be inserted into a page with textual material with a triple space above and below the inserted material. Excessive white space on a page should be avoided. Captions should be placed on the page below the illustrative material. Titles of tables must be written using title case.

Tables and figures must be able to stand alone; therefore, abbreviations used must be explained in the note section. Tables and figures also must use the same font size and style as the rest of the text. Figures and tables that incorporate information from copyrighted sources must cite those sources below the table or figure. Students should refer to their discipline-specific style guide for guidance. If the entire table or figure is reproduced from a copyrighted source, a permission letter must be obtained and included in the appendix portion of the thesis or dissertation (see Copyrighted Material section for additional information). Tables and figures that take up more than one page must repeat the headings on subsequent pages as well as the complete title on all pages, along with (continued) on subsequent pages.

All illustrative materials must meet the same margin requirements as text. Oversized foldout pages are permitted, but, when folded, they must be within the marginal limits (not the full page size); otherwise, foldouts might be mutilated during trimming for binding. Oversized foldout material and digital media may be placed in a pocket inside the back cover of the hard copies. The Table of Contents should list this

material as “in pocket at end.” The folded material and pocket should not exceed the specific margins.

Footnotes

Footnotes in a thesis or dissertation are not required by The University of West Florida, but several departments allow or encourage their use. Footnotes may appear at the bottom of the page, at the end of each chapter, or at the end of the entire text.

Whatever system of footnoting is adopted should be followed consistently throughout the entire manuscript. Please follow the style recommended by the department or thesis/dissertation advisory committee.

Quotations

The inclusion and format of quotations varies among academic disciplines. When quoting, please follow the style recommended by the department or thesis/dissertation advisory committee.

Citation of Sources

Full citation of the sources for quotations, data, or other original ideas must be provided. The form of citation varies according to the style used by a specific discipline or subdiscipline. Students must be consistent in their use of the citation style prescribed by their advisory committee or department.

Copyrighted Material

Students must obtain written permission from the copyright holder if copyrighted material is used beyond the limit of “fair use.” Each of the following four factors must be met when determining if the proposed use of the material satisfies the doctrine of “fair

use: (a) purpose of the use, (b) nature of the work used, (c) amount or percentage of the entire work being reproduced, and (d) effect on potential market for or value of the original.

When quoting or reproducing small portions of scholarly works for educational purposes the copyright holder must be acknowledged in a note accompanying the material that has been reproduced. When reproducing complete items such as tables, figures, maps, illustrations, survey instruments, or poetry, the approval letter from the copyright holder must be included in the appendix section of the thesis or dissertation. Sample letters may be found in Attachment N of this guide.

References/Works Cited

A section headed "REFERENCES" or "WORKS CITED" follows the text. The form of bibliographic entries varies according to the style used by a specific discipline or subdiscipline. Students must be consistent in their use of the reference style prescribed by their advisory committee or department.

Appendixes

A final section may contain supporting data in the form of one or more appendixes. If there is more than one, each appendix should be lettered in sequence, e.g., APPENDIX A. PARENTAL PERMISSION FORM; APPENDIX B. PARENTAL REFUSAL FORM. The title of the appendix should appear on a separate page before the appended information. See Attachment M for proper spacing and formatting of title pages. If the thesis or dissertation involves the use of human or animal subjects, the student **must** include the approval form and other pertinent documents obtained from the appropriate institutional review board in the appendix (it may be necessary to reduce the

dimensions of such approval documents to fit within the margins prescribed for theses and dissertations). Information regarding the use of human subjects in research and their protection from risk can be obtained from The University of West Florida Institutional Research Board website at <https://nautical.uwf.edu/org/disporg.cfm?orgunitid=IRB>. Information regarding the policies and procedures for animal care and use can be obtained from <https://nautical.uwf.edu/org/disporg.cfm?OrgUnitID=ANIMAL>.

Major Points and Most Frequent Errors

Major Points

- All theses and dissertations must be on 8.5 x 11 inch white, acid-free paper, of at least 24-pound weight.
- All margins must meet the guidelines in Attachment A.
- High-quality word processing and computer printers, especially high-quality laser printers with standard and readable fonts, are required.
- Only clean copies, free of misprints, obvious erasures, or other emendations may be submitted.
- The Table of Contents lists the chapter and all section and subsection headings into which the study is divided, with page numbers. The titles must be the same as those in the body of the text.
- Double spacing of the text is generally required.
- Single spacing may be used for tables, quotations, and appendixes.
- No word breaks at the end of a line may be used.
- Text must be left-aligned. No right-aligned or justified (aligned on both the left and right margins) is permitted.
- An abstract of a thesis should not exceed 200 words, and an abstract of a dissertation should not exceed 350 words. The page heading, ABSTRACT, is in all capital letters.

- Major sections (i.e., chapters) should have titles (headings) in capital letters (all caps) and must begin on a new page. The top margin for each new section is two (2) inches.
- Two (three for theses; four for dissertations if electronic submission is not required) approved copies of a thesis or dissertation with appropriate signatures in black ink must be presented to the John C. Pace Library before the degree will be granted.
- One electronic copy of the thesis or dissertation—in PDF format—must be submitted to the John C. Pace Library before the degree will be granted.
- If human subjects are used, the appropriate approvals and documents from the Institutional Review Board (IRB) must be included in an appendix. Animal care approval and documentation is required when animals are used in the research.
- For quantitative studies, third person should be used exclusively. However, if the researcher is doing a qualitative study, use of first person is acceptable.

Most Frequent Errors

- The most frequent errors are misspelling, incorrect verb tense, inaccurate use of capitalization, and mixing of singular and plural.
- A common error is the absence or misuse of hyphens or dashes, including the spacing involved in their use. There are no spaces before or after either one; for example, “The stock--American Can--was selling above par” or “This was an ill-fated expedition.” A “hanging hyphen,” however, is followed by a space, as in “The second- and third-grade students showed marked improvement.” A minus sign, however, is typed as a hyphen with spaces before and after, as in “327 - 17 = 310.”
- Most words formed with prefixes do not require a hyphen and are written as one word. Common examples are “pretest” and “posttest.”
- Use italics for letters used as statistical symbols, as in “*t* test” or in algebraic variables, as in “ $a/b = c/d$.”
- Signature pages are often printed on copier or multipurpose paper rather than the required bond paper.
- Margins are often incorrect. Sometimes not all pages comply. The bottom margin, however, may be adjusted by one line to avoid widows/orphans.
- There should not be single lines (widows) or single words (orphans) of a paragraph on a page. There should be at least two lines of a “new” paragraph at

the bottom of the page; similarly, there should be at least two lines of an “old” paragraph at the top of a new page.

- Page numbers are often positioned incorrectly.
- The Reference/Works Cited section frequently contains many spacing, format, and style errors, and often lack consistency. Care should be exercised here, and a careful proofreading of the final product should be performed. If a work is cited in the text it should be listed in the reference section and vice versa.
- Columns of numbers must be aligned. This is frequently a problem in the Table of Contents and in tables. Where possible, align on a decimal point.
- Headings in Table of Contents and text do not match.
- Page numbers do not match those listed in the Table of Contents. This usually happens when a revision has been made and the student does not check to make sure that all references to the revision are also changed.
- Keep each subsection heading with the first paragraph of the text that follows it.
- List of Tables entries must be written in title case and List of Figures entries must be written in sentence case; both lists must match the text.

Special Department/Division Requirements

Some departments permit or prefer slight modifications to the style manuals adopted. Please consult with the respective department/division for these modifications.

Digital Media

If the thesis or dissertation involves the creation of works that are stored on digital media, that media must be in a format that provides ready access. Students are advised to check with the John C. Pace Library or the Office of Graduate Studies for appropriate hardware and software specifications.

PREPARATION AND SUBMISSION OF THE MANUSCRIPT

Theses and dissertations must be prepared in accordance with the requirements outlined below. Exceptions due to the peculiarities of a particular project should be cleared with the department chair and the Dean of Graduate Studies prior to final copy preparation. The student is responsible for all aspects of preparing and submitting the thesis or dissertation. Although formatting instructions appear in a separate section of this Guide, material submitted for manuscript preparation should be in the exact form that is expected in the final copy.

Paper

The hard copy of the manuscript presented to the University must be on 8.5 x 11-inch white, acid-free paper of at least 24-lb weight. One of two choices of paper is acceptable: (a) any acid-free, 24-lb bond paper with a visible watermark, or (b) acid-free Hammermill Laser Print, 24-lb. Acid-free paper ensures longevity and archival storage. “Erasable bond” and the paper in most copy machines are not acceptable. Students are advised to have their personal copies produced on paper of similar quality. Questions regarding paper use should be directed to the Office of Graduate Studies.

Paper Copies

Two (three for theses; four for dissertations if electronic submission is not required) approved hard copies of the thesis or dissertation (with original signatures in black ink on the signature page) must be presented to the John C. Pace Library before the

degree will be granted. Copies may be typed, printed on a laser-quality printer (no dot matrix or inkjet) or reproduced by mechanical processes (e.g., Xerox) if the quality of the paper and the print meet the requirements previously outlined in this Guide. It is imperative that the copy machine be clean and set for a contrast that closely resembles a printed copy. Copies that have dark shading, smears, specks, or lines caused by the copy process are unacceptable, as are off-centered, unevenly copied pages. Additionally, students are responsible for the order and sequence of all manuscript pages.

Binding

The two (three for theses; four for dissertations if electronic submission is not required) copies of a thesis or dissertation forwarded to the John C. Pace Library will be bound by the University at its expense. One additional copy of the dissertation should also be submitted; this extra copy is bound at the expense of the University and is given to the student as a personal copy (please note that this free copy is for a dissertation only, not a thesis).

Students who wish to have one or more personal copies bound should submit the extra copies of the thesis or dissertation at the time the required copy is submitted to the library. Personal copies are bound at the student's expense. The Serials Department will inform the student of the costs of binding. Payment for personal copies must be made at the time an order is placed. The student will be contacted by the Serials Department upon receipt of the bound copies from the bindery.

Routing Procedure and Deadline for Thesis Submission

Master's students on a thesis track should follow prescribed steps regarding examinations, thesis proposals, and thesis defenses according to departmental guidelines.

After approval by the student's advisory committee, the student submits one copy of the thesis to the department along with a transmittal form signed by the advisory committee chair attesting that the thesis has been approved by the advisory committee and is ready for initial submission. The transmittal form is available from the Office of Graduate Studies and can be downloaded from the Graduate Studies website. It is the responsibility of the thesis author and the student's advisory committee to ensure that the manuscript is a quality product with no errors prior to this initial submission and that it conforms to appropriate formatting and style. The thesis that is submitted at this stage of the process should be in final form and not a draft. The department chair will review and endorse the quality of the thesis via his/her signature and will forward the manuscript to the respective college dean's office. The routing procedure is outlined below:

1. Once the master's thesis is endorsed by the department chair, one copy (on regular paper) and the Thesis/Dissertation Transmittal Form are submitted to the Dean's Office of the appropriate college by the deadline posted on the Office of Graduate Studies website. Consult the current university catalog for binding form submission deadlines. Individual departments will establish internal schedules to meet these deadlines. The student should verify that the approval (signature) page is properly formatted; two (three if electronic submission is not required) original pages—on the proper paper and signed in black ink by the committee members and the department chair—should be included with the submission package.
2. The thesis reader in the Office of Graduate Studies will review the thesis to ensure that it adheres to the UWF Style Guide and the discipline-specific style guide. It is not the responsibility of the thesis reader to serve as a proofreader and to perform extensive editing of grammar, spelling, punctuation, writing style, and so forth. A thesis that shows need of extensive editing will be returned to the department and resubmission to the college reader will be required.
3. The Office of Graduate Studies will return the thesis, with revisions as necessary, to the student's department.
4. With assistance from the advisory committee, the student makes the revisions requested by the reader and the Dean of Graduate Studies. The student should resubmit the revised copy—along with the transmittal form and the approval

pages—to the Office of Graduate Studies as quickly as possible to minimize delays in graduation.

5. If no major problems are found in the revised thesis, the Dean of Graduate Studies reads the thesis then signs the signature pages and returns the materials to the student's department. If more than a few revisions are still needed, then the student will need to make the requisite revisions before the graduate dean signs the signature pages.
6. Two (three if electronic submission is not required) copies of the approved thesis with original signature approval pages are submitted by the student to the Serials Department of the John C. Pace Library. Serials staff will complete a Thesis Binding Form, indicating the receipt of the thesis and the number of copies received. At this point, the final electronic version of the thesis must also be submitted on a CD-ROM. The Thesis Binding Form is signed by both the person who brings the thesis to the Library and by the representative of the Serials Department. A copy of the binding form is sent to the student's department and the Office of Graduate Studies. The signed Thesis Binding Form provides final clearance for processing the Grade Change Form for the granting of the degree.

Routing Procedure and Deadline for Dissertation Submission

Doctoral students on a dissertation track should follow prescribed steps regarding examinations, dissertation proposals, and dissertation defenses according to divisional or College guidelines. After approval by the student's advisory committee, the student submits one copy of the dissertation to the Ed.D. Program Office along with a transmittal form signed by the advisory committee chair attesting that the dissertation has been approved by the advisory committee and is ready for initial submission. The transmittal form is available from the Office of Graduate Studies and can be downloaded from the Graduate Studies website. It is the responsibility of the dissertation author and the student's advisory committee to ensure that the manuscript represents appropriate high standards of scholarship and that it conforms fully to APA and University of West Florida guidelines relating to formatting and style. The dissertation that is submitted at

this stage of the process should be in final form and not a draft. The routing procedure is outlined below:

1. Once the doctoral dissertation is endorsed by the department/division chair, one copy (on regular paper) and the Thesis/Dissertation Transmittal Form are submitted to the Ed.D. Program Office by the due date posted on the Office of Graduate Studies website. The student should verify that the approval (signature) page is properly formatted; two (four if electronic submission is not required) original pages—on the required paper and signed in black ink by the committee members and the chair of the department/division—should be included with the submission package.
2. The Ed.D. Program Office will forward the dissertation to the Office of Graduate Studies for review by the dissertation reader and the Dean of Graduate Studies. The dissertation is checked to ensure that it conforms to format guidelines (e.g., margins, page number placement, etc.) as well as editorial style guidelines (e.g., use of numbers, quotes, in-text references, bibliographic entries, etc.). It is not the responsibility of the dissertation reader to serve as a proofreader and to perform extensive editing of grammar, spelling, punctuation, writing style, and so forth. A dissertation that shows need of extensive editing will be returned to the department (or division) and resubmission to the college reader will be required.
3. The dissertation reader will forward the dissertation to the Dean of Graduate Studies who will then read the dissertation. The marked copy of the dissertation is returned to the student who will review all recommended changes with the dissertation chair. The student then resubmits one copy to the Office of Graduate Studies. If all recommended changes have been successfully made, the Dean of Graduate Studies approves and signs the signature pages.
4. Prior to the dissertation binding deadline posted in the university catalog, two (four if electronic submission is not required) copies of the dissertation are submitted by the student to the Serials Department of the John C. Pace Library. Serials staff will complete a Dissertation Binding Form, indicating the receipt of the dissertation and the number of copies received. At this point, the final electronic version of the dissertation must also be submitted on CD-ROM. The Dissertation Binding Form is signed by both the student and by a representative of the Serials Department. A copy of the binding form is sent to the student's department/division and to the Ed.D. Program Office. The signed Dissertation Binding Form provides final clearance for processing the Grade Change Form for the granting of the degree.

Use of Theses and Dissertations

Unless special arrangements to the contrary are made, the Director of the John C. Pace Library is granted full discretion in the use to be made of theses and dissertations for research purposes, including photographic copying and interlibrary loan. Both master's theses and doctoral dissertations will be electronically archived at the Florida Center for Library Automation (FCLA). The student may elect to restrict access to the thesis or dissertation as outlined in the Electronic Thesis/Dissertation Submission Form.

ELECTRONIC THESES AND DISSERTATIONS (ETD)

As of Fall 2004, The University of West Florida requires that all theses and dissertations be submitted in electronic format in addition to hard copy. All thesis-track master's and specialist's students admitted to UWF for Fall 2004 or later and all doctoral students who were advanced to candidacy in Fall 2004 or later fall under these guidelines.

Formatting Requirements

Students need to follow the formatting and style guidelines as outlined throughout this Thesis and Dissertation Guide in generating the paper copy of the thesis or dissertation. The draft paper copies will be used during the review/editing process, and the final paper copy will be used for the archived library copy. The electronic version of the final copy should be consolidated into one document (MS Word is recommended), and the entire file should be converted to a Portable Document Format (PDF) file for submission to the Pace Library on a CD-ROM along with the hard copies of the thesis/dissertation.

PDF Formatting and Conversion

Upon completion of all corrections and changes to the thesis or dissertation, the final, approved thesis file or files should be converted to PDF, preferably using Adobe Acrobat software. The electronic version of a thesis or dissertation (ETD) should be an exact image of how the document appears in the printed form. All formatting guidelines–

margins, fonts, placement of headings, etc.–related to creating the print document also apply to the electronic document. There are, however, additional formatting requirements that apply to the electronic (PDF) version. The following formatting requirements apply to the PDF version.

Table of Contents Links

The table of contents should be formatted the same as for paper final submission. It is required to link all major division headings—acknowledgments, list of tables, list of figures, abstract, chapter and appendix titles, bibliography—and any subheadings to the appropriate pages in the text. If MS Styles has been used, it is possible that these links (bookmarks) will be created automatically. Use blue to highlight all links in the table of contents.

Files and Links

If hyperlinks or other external links are used within the ETD, a textual summation/description of the link's content must be provided in the body of the manuscript so the integrity of the document will not be compromised should the link fail. If the complete document consists of more than one file, all files should be named to one directory before adding the links. This avoids changing file names and causing broken links in the ETD submission. All links must be highlighted in blue. They should not be underlined. The working condition of all links should be checked before submitting the PDF. The PDF file and other files should be checked carefully before submitting them. Also, all files should be scanned with up-to-date virus software before submission. Files with viruses will not be accepted.

Multimedia Files

Multimedia files may be used within the body of the document or may be attached as separate files. If this is done, there must still be a version of the figure or table incorporated in the text as with the paper copy of the document. Since it may be desirable for the reader, however, to see a larger version or better resolution of the item, an attached multimedia file will allow that option.

With multimedia objects that cannot be represented graphically in the PDF, a complete title and description that links to the file, allowing it to be opened, should be included in the text. Figures, tables, and objects that are not embedded in the document should always be described fully in the text. As technology changes and is upgraded, there is a chance that these illustrations will not migrate with the document. The multimedia files must be linked with the PDF. All of these links should be in blue and must contain a parenthetical notation about the file type and size.

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All PDFs must be named in the following manner:

1. Lastname_firstname_middle initial_yearandmonthofgraduation_degreetype

For example:

- Doe_John_N_200312_MA.pdf
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2. In addition to being linked within the PDF, media files must be named in the following way, indicating the media type and number.

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Copyright

Because the PDF is archived and ultimately made available on the Web, written permission is needed for use and electronic publication of any copyrighted text, figures, tables, and objects that a student has used in the thesis or dissertation. Please see Attachment N “Sample Copyright Permission Letter” for a sample copyright permission request.

It is also wise to include a copyright page in all ETDs since a copy of the manuscript will be made available on the Web. The copyright page should be immediately after the title page. The copyright page format is shown in Attachment D of this Guide. Although it is not necessary to register copyright with the U.S. Copyright Office, should a student choose to do so, forms and instructions are available at <http://www.copyright.gov/circs/circ1.html#cr>.

Submission of Final Document/Electronic File

UWF requires final submission of **two print copies** of the thesis/dissertation as well as an **electronic PDF** version submitted on a CD. These are to be presented to the Serials Department in the John C. Pace Library (see ETD Submission form at the end of Guide). The student and the chair of the student’s committee are responsible for assuring that the PDF version is an exact image of the print document, with all files in the proper order and appropriately linked.

Acceptable File Formats

In order to ensure consistent formatting and to guarantee that ETDs can be successfully stored and archived, UWF requires that the preferred, or acceptable, formats (Table 1) be used for ETD preparation and submission.

Table 1

Acceptable File Formats

Medium	Format	
	Preferred	Acceptable
Text	PDF	Plain text (*.txt US-ASCII, Latin-1 or Unicode); Cascading style sheets (*.css); XML, XHTML, XSD, XSL (with included schema and character encoding explicitly specified); HTML; SGML; DTD
Still image	TIFF (bitonal Group4 compression; grayscale uncompressed; RGB uncompressed;)	PNG; JPEG/JFIF; BMP; JPEG2000
Audio	WAV	MP3; AIFF (uncompressed, *.aif, *.aiff); WAV (PCM only) (*.wav); SUN Audio (uncompressed) (*.au); MIDI; Ogg Vorbis (OGG)

(Table 1 continues)

Medium	Format	
	Preferred	Acceptable
Video	AVI	MPEG-1; MPEG-2 (*.mpg)
Database	MDB	CSV (Comma Separated Variable) Text; Tab Delimited Text; SQL;
Spreadsheet	XLS	DBF (*.dbf); OpenOffice (*.sxc)
Computer programs	Computer program source code (*.c, *.c++, *.java, *.js, *.jsp, *.jhp, *.php, *.pl, etc.)	
Vector graphics	SVG; CGM; Web CGM	
Virtual reality	X3D; VRML	
Presentation	OpenOffice (*.xsi)	

BIBLIOGRAPHY OF STYLE MANUALS

For the convenience of graduate students, a list of common style manuals is provided below and the location and call number for each style manual in the UWF Library are given in parentheses. The reference-list version of Turabian style, which is recommended for works in which parenthetical (author, date) citations are used, is displayed below. The entries below indicate the editions available at the time this Guide was updated. Students should use the most current edition available.

- American Institute of Physics. Publication Board. 1978. *Style manual for guidance in the preparation of papers*. 3rd ed. New York: The American Institute of Physics. (Ref. PE1475.A51 1978)
- American Psychological Association. 2001. *Publication manual of the American Psychological Association*. 5th ed. Washington: American Psychological Association. (Ref. BF76.7.P83 2001)
- Campbell, William G. 1990. *Form and style: Theses, reports, term papers*. 8th ed. Boston: Houghton Mifflin Co. (Ref. LB2369.C3 1990)
- Gibaldi, Joseph. 2003. *MLA handbook for writers of research papers*. 6th ed. New York: Modern Language Association. (Ref. LB 2369.G53 1999)
- Meyer, Michael. 1985. *The Little, Brown guide to writing research papers*. 3rd ed. New York: Harper Collins. (Ref. LB2369.M42 1994)
- Michaelson, Herbert B. 1990. *How to write & publish engineering papers and reports*. 3rd ed. Phoenix: Oryx Press. (T11.M418 1990)
- Style Manual Committee. Council of Biology Editors. 1994. *Scientific style and format: The CBE manual for authors, editors, and publishers*. 6th ed. Cambridge, NY: Cambridge University Press. (Ref. T11.S386 1994)
- Turabian, Kate L. 1996. *A manual for writers of term papers, theses, and dissertations*. 6th ed. Chicago: University of Chicago Press. (Ref. LB2369.T8 1996)
- University of Chicago Press. 2003. *The Chicago manual of style: The essential guide for writers, editors, and publishers*. 15th ed. Chicago: University of Chicago Press. (Ref. Z253.U69 2003)
- U.S. Government Printing Office. 1984. *Style manual*. rev. ed. Washington: GPO. (Ref. Z253.U58 1984)

To demonstrate the wide variation in style that diverse disciplines have adopted, the first three entries in the Bibliography (previous page) are re-written below in the style used by the American Psychological Association. Note the contrast with the Turabian style in corporate author as publisher, edition, use of authors' initials, and location of the publication date.

American Institute of Physics, Publication Board. (1978). *Style manual for guidance in the preparation of papers* (3rd ed.). New York: Author.

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

Campbell, W. G., & Ballou, S. V. (1990). *Form and style: Theses, reports, term papers* (8th ed.). Boston: Houghton Mifflin.

EXAMPLES OF STYLE MANUALS ADOPTED BY UWF DEPARTMENTS

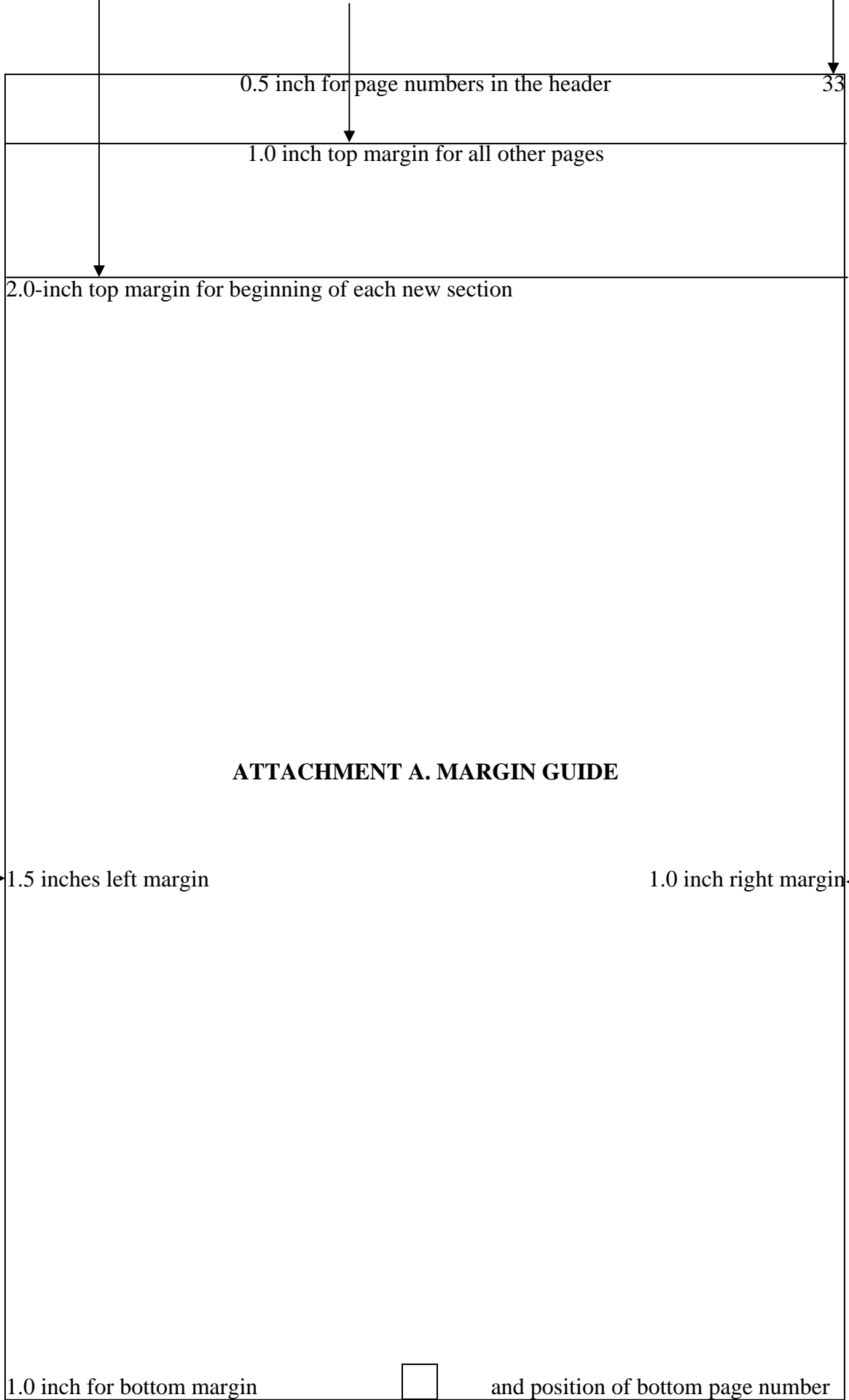
Some departments/divisions have adopted standard style manuals for use by their majors (below). Others recommend discipline-specific (or even subdiscipline-specific) styles. Students should consult with their advisors and advisory committees as to which style to follow.

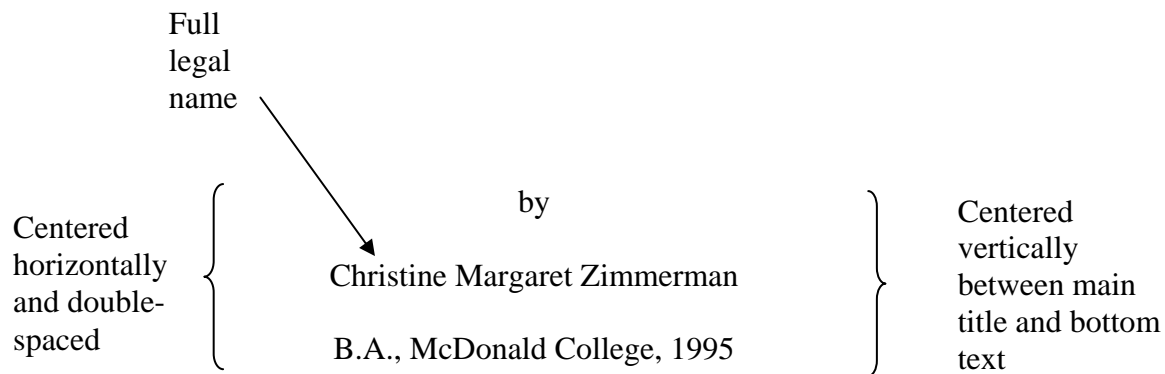
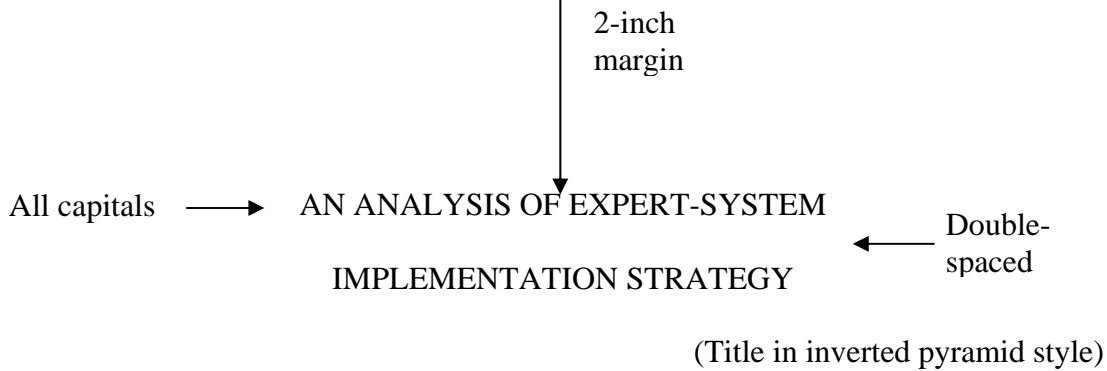
DEPARTMENT	STYLE MANUAL ADOPTED
ANTHROPOLOGY	Society for American Archeology. <u>Editorial Policy, Information for Authors, and Style Guide</u> .
BIOLOGY	American Psychological Association. <u>Publication Manual</u> (5th ed.)
COMPUTER SCIENCE	American Psychological Association. <u>Publication Manual</u> (5th ed.)
ED.D. PROGRAM	American Psychological Association. <u>Publication Manual</u> (5th ed.)
ENGLISH	Gibaldi. <u>MLA Handbook for Writers of Research Papers</u> (6th ed.)
ENVIRONMENTAL STUDIES	American Psychological Association. <u>Publication Manual</u> (5th ed.)
HEALTH, LEISURE AND EXERCISE SCIENCE	American Psychological Association. <u>Publication Manual</u> (5th ed.)
HISTORY	Turabian. <u>A Manual for Writers of Term Papers, Theses, and Dissertations</u> (6th ed.)
MATHEMATICS	<u>Journal of Mathematical Analysis and Applications</u>
GOVERNMENT	American Political Science Association. <u>The Style Manual for Political Science</u>

PSYCHOLOGY

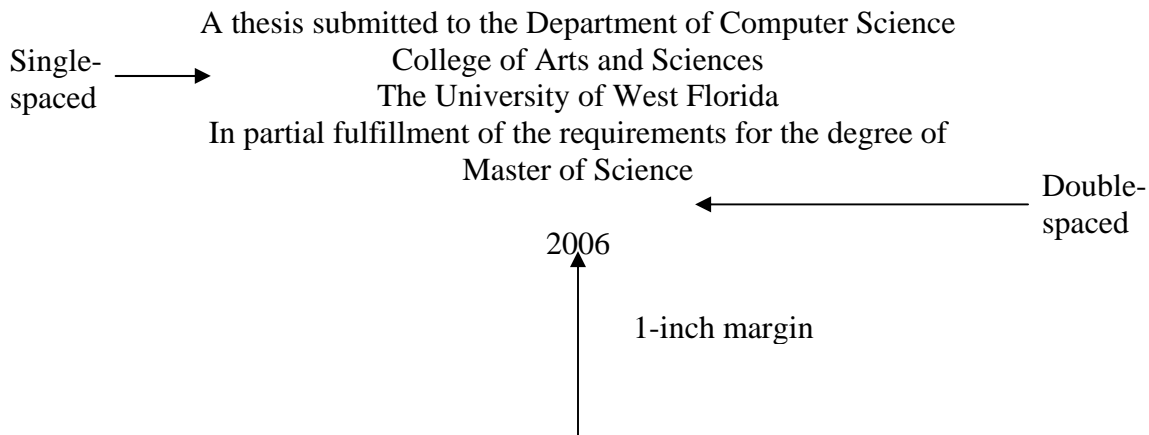
American Psychological Association.
Publication Manual (5th ed.)

THESIS AND DISSERTATION ATTACHMENTS





ATTACHMENT B. THESIS COVER PAGE (TITLE PAGE)



All capitals, in inverted pyramid style

2-inch margin

Double-spaced

AN ANALYSIS OF INTEGRATED CURRICULUM IMPLEMENTATION
IN AN ELEMENTARY SCHOOL STRATEGY

Full legal name

Centered horizontally and double-spaced

by

John Jernigan Smith

M.A., The University of West Florida, 1995

B.A., McDonald College, 1992

Centered vertically between main title and bottom text

ATTACHMENT C. DISSERTATION COVER PAGE (TITLE PAGE)

Single-spaced

A dissertation submitted to the Division of Teacher Education
College of Professional Studies
The University of West Florida
In partial fulfillment of the requirements for the degree of
Doctor of Education

Double-spaced

2006

1-inch margin

© 2005 Christine Margaret Zimmerman



Centered
vertically
and horizontally

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Date

Complete A. Name, Ph.D., Committee Member

Date

Complete A. Name, Ph.D., Committee Chair

Date

Accepted for the Department/Division:

Complete A. Name, Ph.D., Chair

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Accepted for the University:

Richard S. Podemski, Ph.D., Dean of Graduate Studies

Date

ATTACHMENT E. THESIS APPROVAL PAGE

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Complete A. Name, Ed.D., Committee Chair	Date
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Accepted for the Department/Division:

Complete A. Name, Ph.D., Chair	Date
--------------------------------	------

Accepted for the University:

Richard S. Podemski, Ph.D., Dean of Graduate Studies	Date
--	------



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ACKNOWLEDGMENTS

The germ of the idea for this thesis grew out of a discussion in a seminar conducted by Dr. Pearl Howard in the Spring of 1998. Although I am responsible for the conclusions, members of the seminar share credit for the ideas.

In addition to my committee members, several people have been especially helpful to me in my research. Dr. Adam Arbogast, Vice President for Academic Affairs, generously supported my travel to the National Archives. The staff at the Archives was both patient and creative in helping me find material that did not easily fit their filing system. Ms. Mary Brackett at the Archives provided telephone consultation several times after I returned home.

My family has been supportive, not just tolerant, of my return to graduate school. They are as pleased as I am that my thesis is finished. They know that I am grateful to them for their support, but I take this opportunity for a public acknowledgment of my debt to them.

ATTACHMENT G. ACKNOWLEDGMENTS



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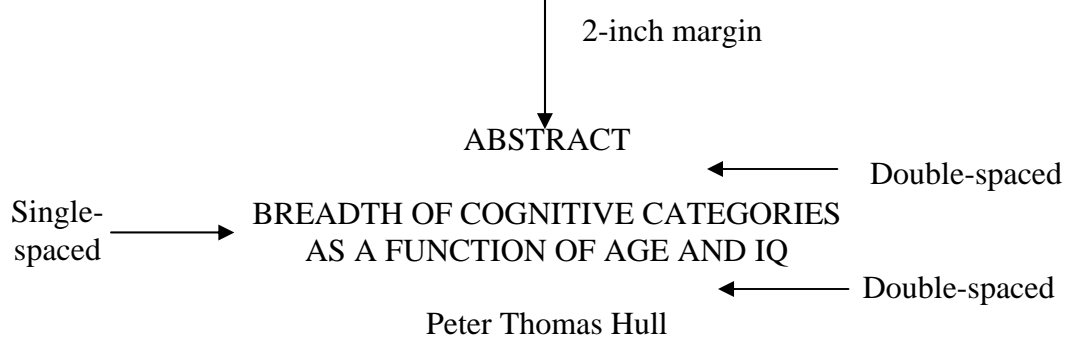
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To test the hypothesis that breadth of cognitive categories is asymptotic at middle age and shows no decline until the eighth or ninth decade of life, the Albrecht Test was administered to 20 subjects at each decade of age, beginning with the second and ending with the ninth (ages 10 to 80). In addition, 10 subjects were selected at ages 70 and 80 for whom scores were available from a study 10 years earlier, providing limited within-subjects data. When IQ was held constant, results from both cross-sectional and longitudinal samples supported the hypothesis. The discrepancy between these results and those of others appears to be due to methodological problems in the earlier studies.

ATTACHMENT K. ABSTRACT

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CHAPTER II

PAPERWORK, PAPERWORK

Although standard forms had been developed for pension applications and bounty warrants for military service in the Revolutionary War, the War of 1812 and the Indian Wars, the explosion in pension paperwork occurred after the Civil War. There were standard forms for medical examination, for the veteran's statement of disability, for depositions about the service of a veteran who had lost his discharge papers, for ages of dependent children, for a widow's claim, etc. There were even forms for deposition about the moral character of a widow.

In 1850 and 1860, approximately 20% of the population of the United States over 20 years of age reported themselves to be illiterate¹. One can assume that these self-reported assessments were an overstatement of fluency in reading and writing. Predictably, in this situation—pages and pages of reading and writing to be done by people who could not read and write—a pension.

ATTACHMENT L. CHAPTER PAGE

Single-spaced

¹ U.S. Bureau of the Census, Education of the American Population (by John K. Folger and Charles B. Ham; A 1960 Census Monograph. Washington: U.S. Printing Office, 1967), p. 113.

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APPENDIXES

ATTACHMENT M. APPENDIXES

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Appendix A

Sample Copyright Permission Letter

ATTACHMENT N. SAMPLE COPYRIGHT PERMISSION LETTER

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SAMPLE COPYRIGHT PERMISSION LETTER

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[Date]

[Name and address of addressee]

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[Your name and signature]

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By: _____

[Type name of addressee below signature line]

Date: _____

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I certify that the electronic version I submitted is an exact image of the final print version which was approved by my advisory committee and the Office of Graduate Studies.

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