



THESIS AND DISSERTATION GUIDE

The Graduate School

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

The University of West Florida
11000 University Parkway
Pensacola, FL 32514
(850) 473-7716

Revision 2013.08

TABLE OF CONTENTS

INTRODUCTION	1
PARTS OF THE MANUSCRIPT AND MANUSCRIPT FORMATTING	3
Preliminary Pages	3
Title Page (Required)	3
Copyright Notice (Optional)	3
Signature Page (Required)	4
Dedication and/or Acknowledgment Page (Optional)	5
Table of Contents (Required)	5
Abstract (Required)	6
Text	6
Word Processing and Fonts	7
Margins	7
Spacing	7
Subdivisions and Headings	8
Pagination	8
Illustrative Materials	9
Footnotes	10
Quotations	10
Citation of Sources	11
Copyrighted Material	11
References/Works Cited	11
Appendixes	12
Major Points and Most Frequent Errors	12
Major Points	12
Most Frequent Errors	13
Special Department/Division Requirements	15
PREPARATION AND SUBMISSION OF THE MANUSCRIPT	16
Paper for Signature Pages	16
Routing Procedure and Deadline for Thesis Submission	17
Routing Procedure and Deadline for Dissertation Submission	19
Use of Theses and Dissertations	21
THESIS AND DISSERTATION SAMPLE PAGES	22
ATTACHMENT A. MARGIN GUIDE	23
ATTACHMENT B. THESIS COVER PAGE (TITLE PAGE)	24
ATTACHMENT C. DISSERTATION COVER PAGE (TITLE PAGE)	25

ATTACHMENT D. COPYRIGHT PAGE.....	26
ATTACHMENT E. THESIS APPROVAL PAGE	27
ATTACHMENT F. DISSERTATION APPROVAL PAGE	28
ATTACHMENT G. ACKNOWLEDGMENTS.....	29
ATTACHMENT H. TABLE OF CONTENTS	30
ATTACHMENT I. LIST OF TABLES	31
ATTACHMENT J. LIST OF FIGURES	32
ATTACHMENT K. ABSTRACT	33
ATTACHMENT L. CHAPTER PAGE.....	34
ATTACHMENT M. APPENDIXES	35
ATTACHMENT N. SAMPLE COPYRIGHT PERMISSION LETTER.....	36
THESIS/DISSERTATION TRANSMITTAL FORM.....	37
Thesis/Dissertation Transmittal Form.....	38

INTRODUCTION

All of The University of West Florida's doctoral students and a large number of its master's students will be preparing dissertations or theses as part of their graduate curricula. Effective in Fall 2012, these documents will be submitted electronically through UMI/ProQuest. Because the thesis or dissertation is a "publication" of The University of West Florida, the University sets certain standards of format 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 Graduate School. 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.

Have Questions? Need Help?

UWF Graduate School: <http://www.uwf.edu/graduate/>

Doctoral Program: <http://uwf.edu/edd/index.cfm>

Doctoral Support Center: <http://www.uwf.edu/dsc/>

UWF Writing Lab: <http://uwf.edu/writelab/>

UMI/ProQuest: <http://www.etdadmin.com/cgi-bin/school?siteId=462>

A Note on Publishing: Journals and Books

As a rising scholar and professional in your discipline, you will most likely be compelled to publish all or parts of your thesis or dissertation.

Be aware, however, that not all publishing houses or journal publications are created equally. Most of the best publications are sponsored by university presses or scholarly and professional organizations whose articles or books are selected by an editorial board and are guided to press by those board members: “peer refereed” is a key phrase you should become familiar with.

Also, most often, reputable publishers will issue “calls for proposals” or “calls for papers” without any guarantee of publication.

With the proliferation of technology and thus publication options and ways to develop potential clients, graduate students are increasingly becoming targets of less-than-reputable publishers. If you receive an invitation to publish, do your homework and investigate the publisher.

If you’re not sure about a publication or publisher, your thesis or dissertation director and professors can help you evaluate a potential resource in your field and recommend quality resources.

It’s exciting to see your name in print; just make sure it’s on a quality publication.

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 the sample pages.

Preliminary Pages

Preliminary pages must appear in the order described below. Sample pages are included in the section labeled Thesis and Dissertation Attachments.

Title Page (Required)

Each copy of the thesis or dissertation must include a title page prepared exactly in accordance with the sample pages. 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/> or through the UMI/ProQuest site. 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 (see sample page).

Signature Page (Required)

Two hard copies of the signature pages must be submitted to the Graduate School before a thesis or dissertation is reviewed. The signature pages must be signed by each member of the student's advisory committee and the department or division chair before they are submitted to the Graduate School; the Dean of the Graduate School will sign last after the thesis/dissertation has been reviewed and accepted for final submission to UMI/ProQuest. This page is to be prepared exactly in accordance with the sample pages 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 blue or black ink, so clean photocopies on acid-free bond paper can be made.

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 sample dedication and/or acknowledgment page.

Table of Contents (Required)

The Table of Contents lists the chapter and section headings with their page numbers (see sample pages). 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. Chapter headings (or first-level heading if the word *Chapter* is not used) and the primary subheading (level 2) that is used in the text must also appear in the Table of Contents, and the wording should be identical. Other levels of subheadings do not have to be included in the Table of Contents unless required by advisory committee or department; if other levels of subheadings are included in the Table of Contents, then the wording should be identical to the text. 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. Sample pages are provided in this Guide. 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; students should be aware that UMI/ProQuest will condense the abstract within their database search engine to 150 words, but the abstract itself within the thesis/dissertation will not be altered by UMI/ProQuest. 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 (see sample pages). Do not use symbols or accents in the title or in the abstract.

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

Times New Roman 12-point font should be used for all text; if necessary, different fonts/sizes may be used in tables/figures and in mathematical/scientific notation. Fonts must be embedded, and instructions for embedding fonts are found on the UMI/ProQuest website. 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

All margins (right, left, top, and bottom) must be 1 inch on every page. See Pagination for margin specifications relating to page numbers. A margin guide is provided in the sample pages.

Spacing

The manuscript text must be double-spaced throughout, including between headings/subheadings and before and after tables and figures. Triple spacing can be used between a figure caption and text only if it is necessary to separate the caption from the text of the thesis and dissertation. Please refer to the discipline-specific style guide used in your department regarding the spacing of captions and footnotes, lists or “bullets,” extensive quotations, bibliographic citations, and appendixes. If allowed by the discipline-specific style guide, 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.

Spacing after punctuation that ends a sentence can be either single spacing or double spacing, as long as there is consistency throughout the dissertation or thesis.

Subdivisions and Headings

Major sections, or chapters, should have titles (headings) and should begin on a new page. The use of the word CHAPTER or numbers is not necessary, although both are often used, e.g., CHAPTER I. INTRODUCTION. The chapter 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. For subheadings within the chapter, consult the discipline-specific style guide; for APA, skip level 1 headings (since this guide takes precedence over chapter headings) and begin with level 2 for all headings and subheadings that follow the chapter heading.

If no heading style is specified for a specific format, candidates should use the APA/UWF heading format. Similarly, a candidate may use the APA/UWF heading format while using any reference/bibliography style if approved by their department or advisory committee.

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. 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.

NOTE: The first option is the easier of the two to work with.

Page numbers should be shown on all pages, including any scanned documents in the appendixes (e.g., IRB approval, permission letters or emails, etc.); exceptions can be made for stand-alone figures, illustrations, or tables.

Illustrative Materials

All tables and figures must be referenced in the text and should be incorporated into the text as soon as possible after they are mentioned, usually directly after the paragraph containing the initial reference. It is acceptable, however, to split a paragraph with a table or figure (e.g., maps, graphs, or photographs) in order to avoid problems such as excessive white space. Some discipline-specific style guides may allow for all figures to be placed at the end of the thesis (in which case they should be placed before the reference pages); however, be consistent with placement of figures (don't place some figures within text and some at end of thesis).

Diagrams, figures, illustrations, photographs, and long tables must be placed on separate pages if they take up most of the page. Shorter tables, figures, or other graphics must be inserted

into a page with textual material with a double space above and below the inserted material. Excessive white space on a page should be avoided. Follow discipline-specific style guide regarding figure captions and table titles.

Tables and figures must be able to stand alone; therefore, abbreviations used must be explained in the note section. As previously noted, tables and figures also must use the same font size and style as the rest of the text unless deviations are necessary. 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; however, smaller figures may be centered if meeting the right and left margin requirements would require stretching that could distort the image or affect its appearance or quality.

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 at the end 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 sample pages at the end of this Guide 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 <http://research.uwf.edu/internal/integrity/irb.cfm>. Information regarding the policies and procedures for animal care and use can be obtained from <http://research.uwf.edu/internal/integrity/IACUC.cfm>.

Major Points and Most Frequent Errors

Major Points

- All signature pages must be on 8.5 x 11 inch white, acid-free paper, of at least 24-pound weight.

- All pages must have a 1 inch margin.
- The Table of Contents lists the chapter and the first major subsections within that chapter, 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 if allowed in the discipline-specific style guide.
- 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.
- Two approved copies of appropriate signature pages for a thesis or dissertation must be presented to the John C. Pace Library before the degree will be granted.
Signatures must be in blue or black ink.
- The final copy of the thesis or dissertation (after it has received approval from the Graduate School) must be submitted to UMI/ProQuest 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.

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 error 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.

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 the Graduate School 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.

To submit a thesis or dissertation to UMI/ProQuest, go to their website at etdadmin.com/uwf. Login is your full email address, and the initial password to get set up is `etdadmin` (all lower case). Be sure to change password during set up process. Follow instructions on the website for embedding fonts, converting thesis/dissertation to pdf format, and submitting the work for review. You will be notified by email once your work has been reviewed.

Paper for Signature Pages

The hard copy of the signature pages 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. Questions regarding paper use should be directed to the Graduate School.

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 (departments may specify paper copies; consult department for further information) 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 Graduate School and can be downloaded from the Graduate School 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, the student will submit an electronic copy to UMI/ProQuest by the deadline posted on the Graduate School website. Consult the Graduate School website for other deadlines. Individual departments will establish internal schedules to meet these deadlines. The student should verify that the approval (signature) pages are properly formatted; two original pages—on the proper paper and signed in blue or black ink by the committee members and the department chair—should be sent to the Graduate School along with the signed Thesis/Dissertation Transmittal Form.

2. The university reader in the Graduate School 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 through the UMI/ProQuest site, and resubmission is required. Theses that are returned because of extensive errors will not be reviewed for the current semester if the submission deadline has passed.
3. The Graduate School will return the thesis, with revisions as necessary, to the student.
4. With assistance from the advisory committee, the student makes the revisions requested by the reader and the Dean of the Graduate School. The student should resubmit the revised copy to UMI/ProQuest as quickly as possible to minimize delays in graduation.
5. If no major problems are found in the revised thesis, the Dean of the Graduate School reads the thesis then signs the signature pages and submits the signature pages to the John C. Pace Library for the binding of the university copies. The final approved copy will be accepted on UMI/ProQuest and posted immediately (unless student requests a delay of electronic posting—this info will be part of the questionnaire the student completes upon initial submission to UMI/ProQuest). 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. Submission of the approved copy of the thesis 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 (departments may specify paper copies; consult department for further information) 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 Graduate School and can be downloaded from the Graduate School 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, the student will submit an electronic copy to UMI/ProQuest by the deadline posted on the Graduate School website. Consult the Graduate School website for other deadlines. Individual departments will establish internal schedules to meet these deadlines. The student should verify that the approval (signature) pages are properly formatted; two original pages—on the proper paper and signed in blue or black ink by the committee members and the department chair—should be sent to the Graduate School along with the signed Thesis/Dissertation Transmittal Form.
2. The university reader in the Graduate School will review the dissertation to ensure that it adheres to the UWF Style Guide and the discipline-specific style guide. 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 through the UMI/ProQuest site, and resubmission is required. Dissertations that are returned because of extensive errors will not be reviewed for the current semester if the submission deadline has passed.

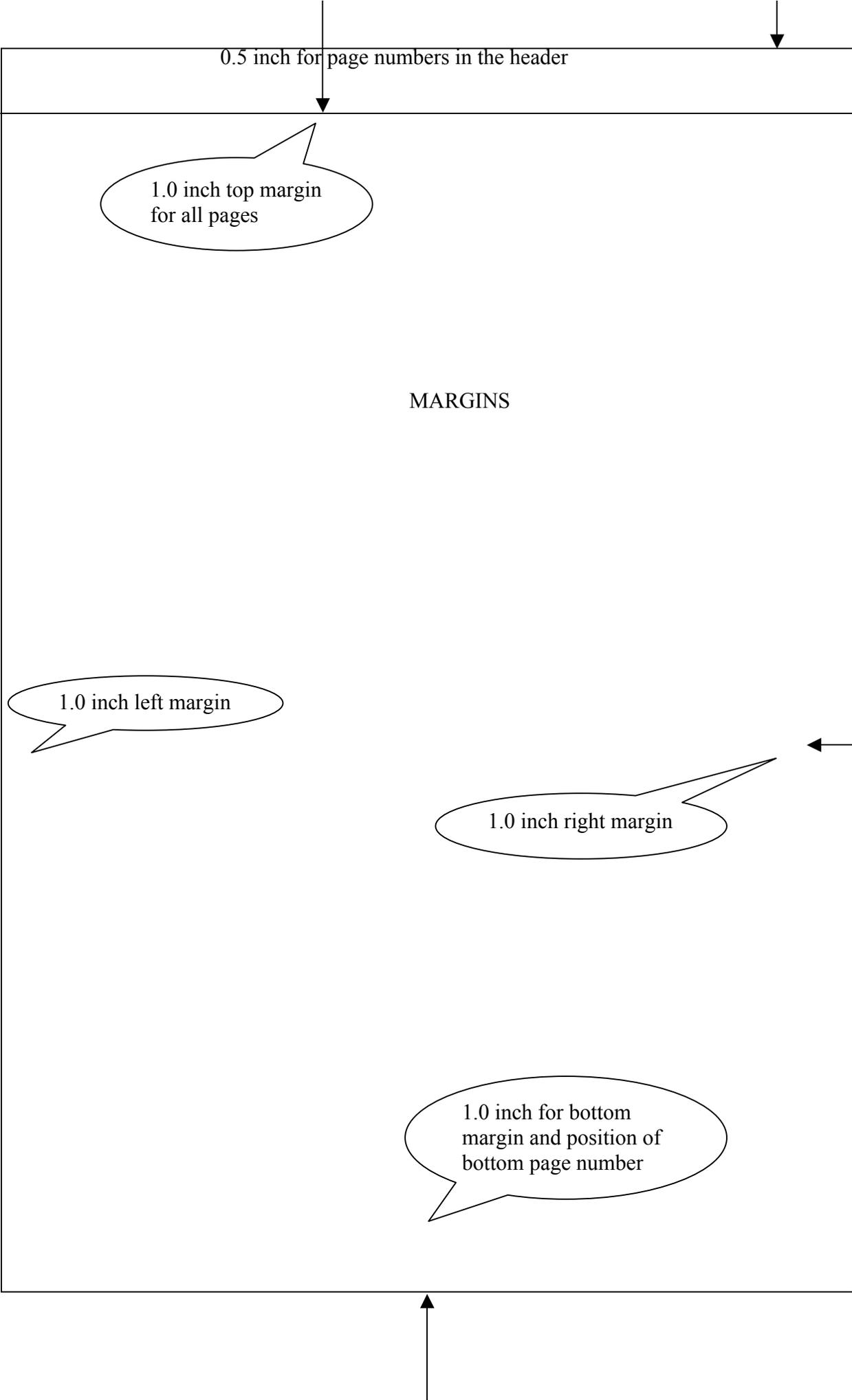
3. The Graduate School will return the dissertation, with revisions as necessary, to the student.
4. With assistance from the advisory committee, the student makes the revisions requested by the reader and the Dean of the Graduate School. The student should resubmit the revised copy to UMI/ProQuest as quickly as possible to minimize delays in graduation.
5. If no major problems are found in the revised dissertation, the Dean of the Graduate School reads the dissertation then signs the signature pages and submits the signature pages to the John C. Pace Library for the binding of the university copies. The final approved copy will be accepted on UMI/ProQuest and posted immediately (unless student requests a delay of electronic posting—this info will be part of the questionnaire the student completes upon initial submission to UMI/ProQuest). 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. Submission of the approved copy of the dissertation 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 on UMI/ProQuest. The student may elect to restrict access to the thesis or dissertation as outlined on the UMI/ProQuest website.

Students can purchase their own bound copies through UMI/ProQuest or find their own binder.

THESIS AND DISSERTATION SAMPLE PAGES



0.5 inch for page numbers in the header

1.0 inch top margin
for all pages

MARGINS

1.0 inch left margin

1.0 inch right margin

1.0 inch for bottom
margin and position of
bottom page number

All capitals

Double-spaced

AN ANALYSIS OF EXPERT-SYSTEM
IMPLEMENTATION STRATEGY

Title in inverted pyramid style

Centered
horizontally
and double-spaced

by

Christine Margaret Zimmerman
B.A., McDonald College, 1995

Full legal name

Centered vertically
between main title
and bottom text

Single-spaced

A thesis submitted to the Department of Computer Science
College of Arts and Sciences
The University of West Florida
In partial fulfillment of the requirements for the degree of
Master of Science

1.0 inch margin

2006

Double-spaced

All capitals

Double-spaced

AN ANALYSIS OF INTEGRATED CURRICULUM IMPLEMENTATION
IN AN ELEMENTARY SCHOOL STRATEGY

Title in inverted pyramid style

Full legal name

by

John Jernigan Smith

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

B.A., McDonald College, 1992

Centered horizontally
and double-spaced

Centered vertically
between main title
and bottom text

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

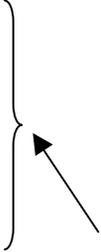
1.0 inch margin

2006

Double-spaced

1.0 inch margins

© 2005 Christine Margaret Zimmerman



Centered vertically
and horizontally

1.0 inch margins

The thesis of Your Full Name is approved:

Name, Ed.D., Committee Member

Date

Name, Ph.D., Committee Member

Date

Name, Ph.D., Committee Chair

Date

Accepted for the Department/Division:

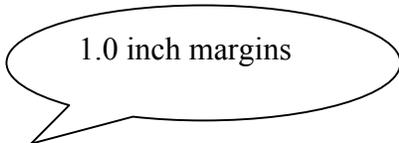
Name, Ph.D., Chair

Date

Accepted for the University:

Richard S. Podemski, Ph.D., Dean, Graduate School

Date



1.0 inch margins

The dissertation of Your Full Name is approved:

Name, Ed.D., Committee Member

Date

Name, Ph.D., Committee Member

Date

Name, Ph.D., Committee Member

Date

Name, Ed.D., Committee Chair

Date

Accepted for the Department/Division:

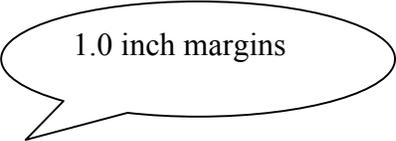
Name, Ph.D., Chair

Date

Accepted for the University:

Richard S. Podemski, Ph.D., Dean, Graduate School

Date



1.0 inch margins

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.

1.0 inch margins

Right justified

TABLE OF CONTENTS

ACKNOWLEDGMENTS	iii
LIST OF TABLES	iv
LIST OF FIGURES	v
ABSTRACT	vi
INTRODUCTION	1
CHAPTER I. FUNCTIONS OF THE UNDERGROUND PRESS IN THE UNITED STATES	4
CHAPTER II. LOCATION OF UNDERGROUND PRESSES	12
A. Urban Locales	13
B. Mining Communities	17
C. Educational Institutions	21
D. High School Level	23
E. University Level.....	26
CHAPTER III. PRAGMATICS OF THE UNDERGROUND PRESS	30
A. Funding	31
B. Printing.....	36
C. Distribution	39
CHAPTER IV. LEGISLATION AFFECTING UNDERGROUND PRESSES	45
CHAPTER V. SUMMARY AND CONCLUSIONS	49
REFERENCES	52
APPENDIXES	58
A. Institutional Review Board Approval	59
B. Copyright Permission Letter	61
C. High School Presses.....	65
D. Legislative Acts	67

1.0 inch margins

Right justified

LIST OF TABLES

1. Means of Teacher Attitude Scores13

2. Factor Loadings for Varimax Rotation of Items on Teacher Attitude Scale15

Title case

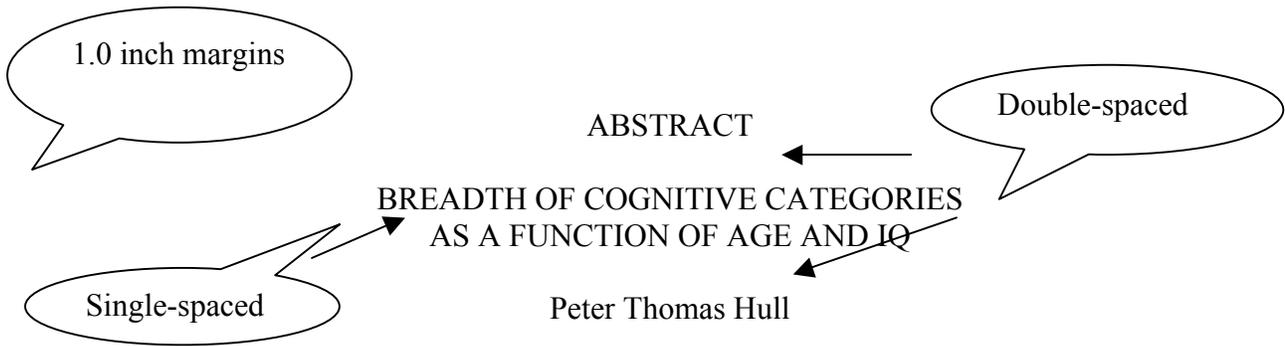
1.0 inch margins

LIST OF FIGURES

Right justified

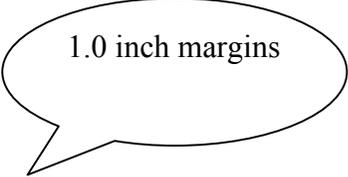
1. Illustration of five forms of DNA16
2. Frequency distribution of five forms of DNA as a function of cellular acidity.....17
3. Frequency distribution of five forms of DNA as a function of cellular temperature19

Figure sentence case



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.

UMI will condense
abstracts over 150 words



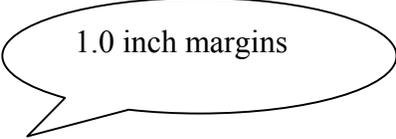
1.0 inch margins

CHAPTER II

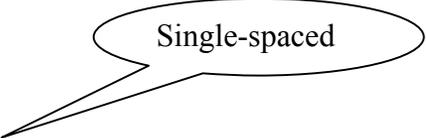
PAPERWORK, PAPERWORK

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.

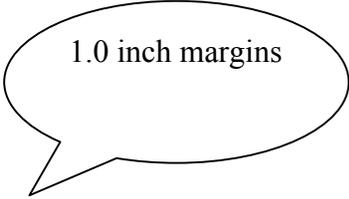


1.0 inch margins



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.

A speech bubble with a tail pointing towards the bottom-left corner, containing the text "1.0 inch margins".

1.0 inch margins

APPENDIXES
(OR APPENDICES)

1.0 inch margins

SAMPLE COPYRIGHT PERMISSION LETTER

[Letterhead stationery or return address]

[Date]

[Name and address of addressee]

Dear _____:

I am completing a master's thesis/doctoral dissertation at The University of West Florida entitled "_____." I am writing to request your permission to reprint the following material in my thesis/dissertation:

[Insert full citation and description of the original work.]

- Author, editor, or translator's full name
- Title of book or article (include edition and volume numbers)
- Copyright holder and date
- Exact page number of item

The excerpts to be reproduced are [insert detailed explanation or attach copy].

A print copy of my thesis/dissertation will be archived in the John C. Pace Library at The University of West Florida in Pensacola. An electronic version will be archived at the Florida Center for Library Automation (FCLA). The requested permission extends to any future revisions and editions of my thesis/dissertation including non-exclusive world rights in all languages. These rights will in no way restrict republication of the material in any other form by you or others authorized by you. Your signing of this letter will confirm that you own [or your company owns] the copyright to the above-described material.

Thank you for your attention in this matter. I have enclosed a stamped self-addressed envelope for your convenience in replying to this request.

Sincerely,

[Your name and signature]

PERMISSION GRANTED FOR THE USE AS REQUESTED ABOVE:

By: _____

[Type name of addressee below signature line]

Date: _____

THESIS/DISSERTATION TRANSMITTAL FORM

The Graduate School

Thesis/Dissertation Transmittal Form

_____ Date

1. Academic Unit (check one)

College of Arts and Sciences

College of Professional Studies

Other

2. Department/Division _____

3. Type of Manuscript (check one) Thesis Dissertation

4. Style Guide Used _____

5. Student's Name & ID _____

6. Phone _____
Work Home Cell

7. Email Address _____

8. Street Address _____

9. City/State/Zip _____

10. Manuscript Title _____

11. Attestation

This manuscript has been approved by the student's advisory committee and is ready for submission.

Advisory Committee Chair (please type)

Department Chair (please type)

Signature Date

Signature Date