

UNIVERSITY OF THE
PACIFIC



Thesis and Dissertation Guide

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TABLE OF CONTENTS

Steps in Completing a Graduate Degree at Pacific	2
Master's Degree -- Non-Thesis Plan	2
Master's Degree -- Thesis Plan	3
Doctor of Education and Doctor of Philosophy	5
Summary of Steps	7
Approval of Theses and Dissertations	9
Steps for Approval	9
Diplomas	12
Summary of Thesis Expenses	12
Preparation of the Manuscript	13
Approved Styles	13
Thesis Arrangement and Content	14
Arrangement of the Manuscript	14
Preliminary Pages	15
General Format Requirements	19
Margins	19
Justification	20
Hyphenation	20
Widows and Orphans	20
Spacing	20
Font and Size	20
Boldface, Italics, and Underlining	21
Figures and Tables	21
Pagination	22
Exceptionally Long Thesis	22
Photographs and computer-generated images	22
Printers	23
Paper	23
Corrections	23
Copies	23
Appendix A: Heading Style	25
Appendix B: Thesis Title Page	26
Appendix C: Dissertation Title Page	27
Appendix D: Signature Page	28
Appendix E: Copyright Page	29
Appendix F: Dedication Page	30
Appendix G: Acknowledgment Page	31
Appendix H: Abstract	32
Appendix I: Table of Contents	33
Appendix J: List of Tables	34
Appendix K: Example of a Table Imbedded in Text	35

Thesis & Dissertation Guidelines – v6.2

Appendix L: Appendices	36
Frequently Asked Questions	37
Additional Resources.....	39
United States Copyright Office.....	39
APPROVED ACADEMIC MAJORS AT PACIFIC	40
INDEX	41

INTRODUCTION

The completion of a graduate degree and the thesis or dissertation* can seem to be cumbersome and detailed process. To assist you in successfully completing your degree requirements as easily as possible, the Committee on Graduate Studies and the Graduate School have prepared this *Thesis & Dissertation Guide* (the *Guide*) to clarify steps that are necessary to complete a graduate degree, and describe formatting and other thesis requirements.

The University of the Pacific requires a dissertation for Ph.D. and Ed.D. degrees and a thesis for most master's degrees. Although your thesis or dissertation advisor supervises the preparation of preliminary and final drafts of your thesis to assure the highest level of quality, the responsibility for writing and editing your thesis rests with you, the student. It is also your responsibility to meet all applicable deadlines for the thesis & degree approval process. These deadlines are published each semester in the front of the University's *Schedule of Classes*, but are also available from the Graduate School website and from the Graduate School office.

Because a thesis reflects on the Graduate College and the university as a whole and must endure as a permanent record of scholarly work completed at Pacific, the Graduate School and the University Library have set standards for the physical format of theses. This *Guide* outlines the details of the thesis and dissertation requirements covering the preparation and submission of all theses and dissertations at Pacific.

As permanent records of scholarly research, all theses and dissertations completed at Pacific are made available to the public through the University Library and a copy is retained in the permanent University Archives. In addition, some master's thesis and all doctoral dissertations are published by UMI (University Microfilms Inc., a subsidiary of ProQuest).

Finally, the Committee on Graduate Studies and the Graduate School staff wish to congratulate you on your reaching this final milestone in your graduate degree.

* throughout this *Guide*, the term "thesis" is intended to include doctoral dissertations as well as master's thesis.

STEPS IN COMPLETING A GRADUATE DEGREE AT PACIFIC

The following section describes the procedure for completing a graduate degree at the University of the Pacific. Specific deadline dates for the steps exist for each semester and are published in the University calendar, which is printed in every semester's list of courses and is available from the Graduate School or the Graduate School website. Failure to meet these deadlines can prevent graduation until a following semester, which would require that the student must re-initiate the process. Although these guidelines refer to University-wide requirements, students must be aware that individual departments may have alternative deadlines, many of them earlier. **It is the responsibility of the student to be aware of the relevant deadlines that apply to the degree program in which they are enrolled.**

Master's Degree -- Non-Thesis Plan

Description of Steps to Complete a Non-Thesis Masters Degree Program

Declaring the intent to graduate: filing the Application for Graduation Form

The first step in the formal process of completing your master's degree is to inform the Graduate School that you intend to complete your degree in a specific term or semester. To do so, you must file a *Application for Graduation Form* at the Graduate School in the Office of Research and Graduate Studies, 204 Knoles Hall, prior to the deadline defined for each academic term. **The deadline for filing this form is the semester before the beginning of the term of degree completion. For specific dates, refer to the University calendar, published each semester by the Registrar in the *Schedule of Classes*.**

The *Application for Graduation Form* is used to initiate the degree audit process and to provide information for commencement programs and your diploma. Accordingly, a copy of your final, approved Program of Study is required when you submit the *Application for Graduation Form*. The name on your diploma will be exactly as it appears on the form, and the title of your thesis/dissertation must be accurate.

IMPORTANT: an *Application for Graduation Form* is valid for only the term for which it is submitted—forms submitted for a previous semester are not valid. Consequently, if you are unable to complete degree requirements as you had originally intended, submit another *Application for Graduate Form* for the new term of completion.

Thesis & Dissertation Guidelines – v6.2

Reporting the results of the final exam: filing the Oral Examination Form

The *Oral Examination Form* and any remaining documents relating to the non-thesis program must be filed by the deadlines published in the Graduate School and University Calendar. This calendar can be found in the *Schedule of Classes* published each semester by the University Registrar, or on the Graduate School website.

Master's Degree -- Thesis Plan

Steps for Completing a Thesis Masters Degree Program

Declaring the intent to graduate: filing the Application for Graduation Form

The first step in the formal process of completing your master's degree is to inform the Graduate School that you intend to complete your degree in a specific term or semester. To do so, you must file a *Application for Graduation Form* at the Graduate School in the Office of Research and Graduate Studies, 214 Knoles Hall, prior to the deadline defined for each academic term. **The deadline for filing this form is the semester before the beginning of the term of degree completion. For specific dates, refer to the University calendar, published each semester by the Registrar in the *Schedule of Classes*.**

The *Application for Graduation Form* is used to initiate the degree audit process and to provide information for commencement programs and your diploma. Accordingly, a copy of your final, approved Plan of Study is required when you submit the *Application for Graduation Form*. The name on your diploma will be exactly as it appears on the form, and the title of your thesis/dissertation must be accurate. If your thesis title changes after you submitted your *Application for Graduation Form*, simply submit another form containing the correct title with the Graduate School.

IMPORTANT: an *Application for Graduation Form* is valid for only the one term for which it was originally submitted—forms submitted for a previous semester are not valid. Consequently, if you are unable to complete degree requirements as you had originally intended, submit another *Application for Graduate Form* for the new term of completion.

Confirming the thesis formatting requirements: Advisor Thesis Review Checklist Sign off

You and your advisor have agreed that the thesis is nearing completion and ready to be submitted to the degree committee in preparation for the final thesis defense, Advisor signs "Checklist for Submission." Thesis should be as

Thesis & Dissertation Guidelines – v6.2

close to final as possible, understanding that changes are inevitable after the completion of the thesis defense.

Reporting the results of the thesis defense: filing the Oral Examination Form

The *Oral Examination Form* and any remaining documents relating to the program must be filed by the deadlines published in the Graduate School and University Calendar. This calendar can be found in the *Schedule of Classes* published each semester by the University Registrar, or on the Graduate School website.

Finalizing the thesis formatting: Graduate School Thesis Review / Graduate School Dean's Signature

After making the changes requested by your committee and correcting any formatting problems identified by your advisor indicated in the "Checklist", submit a final copy of the thesis to the Graduate School for Final Thesis Review and signature by Dean of Graduate School.

Final thesis deposit and degree checkout: Library Deposit

Once all formatting and content changes have been made and the Dean of Graduate Studies has signed the signature page, the final copies of the thesis are made on archival-quality paper. A minimum of three copies is required: one copy for the University archives, one copy for the Library, and one copy for your department or graduate advisor (depending upon departmental policies). Check with your graduate advisor for any additional copies that may be required by your degree program. You may also make additional copies for personal use at this time.

All copies should be collated in proper order and deposited at the library for binding. At the time of deposit, you must pay the binding fees and indicate on the binding form how personal copies are to be delivered—to you or to the department.

Once notified by the Library that the final deposit has been made, the Graduate School will clear your degree with the Registrar for posting. Your degree is not final until the final thesis deposit has been made and all financial obligations to the University have been fulfilled.

Doctor of Education and Doctor of Philosophy

Steps for Completing a Doctoral Graduate Degree Program

Declaring the intent to graduate: filing the Application for Graduation Form

The first step in the formal process of completing your doctoral degree is to inform the Graduate School that you intend to complete your degree in a specific term or semester. To do so, you must file a *Application for Graduation Form* at the Graduate School prior to the deadline defined for each academic term. **The deadline for filing this form is the semester before the beginning of the term of degree completion. For specific dates, refer to the University calendar, published each semester by the Registrar in the *Schedule of Classes*.**

The *Application for Graduation Form* is used to initiate the degree audit process and to provide information for commencement programs and your diploma. Accordingly, a copy of your approved Plan of Study is required when you submit the *Application for Graduation Form*.

The name on your diploma will be exactly as it appears on the form, and the title of your dissertation must be accurate. If the title changes after you submitted your *Application for Graduation Form*, simply submit another form containing the correct title with the Graduate School prior to the deadline published for the “Final Thesis Deposit”.

IMPORTANT: an *Application for Graduation Form* is valid for only the one term for which it was originally submitted—forms submitted for a previous semester are not valid. Consequently, if you submit an *Application for Graduation Form*, but are unable to complete degree requirements as you had originally intended, you must submit another *Application for Graduation Form* for the new term of completion.

Confirming the thesis formatting requirements: Dissertation Review

After you and your advisor have agreed that the dissertation is nearing completion and ready to be submitted to the degree committee in preparation for the final dissertation defense, you must have your advisor sign off the “Checklist for Submission” Dissertation should be as close to final as possible, understanding that changes are inevitable after the completion of the dissertation defense.

Thesis & Dissertation Guidelines – v6.2

Reporting the results of the dissertation defense: filing the Oral Examination Form

The *Oral Examination Form* and any remaining documents must be filed by the deadlines published in the Graduate School and University Calendar. This calendar can be found in the *Schedule of Classes* published each semester by the University Registrar, or on the Graduate School website.

Finalizing the dissertation formatting: Final Review

After making the changes requested by your committee and correcting any formatting problems identified by the “Checklist for Submission”, submit a final copy of the dissertation to the Graduate School for the Final Review. A minimum of three completed signature pages on archival paper are required—any additional personal copies should be included as well. The other pages of the dissertation do not need to be on archival paper at the time of the Final Review.

Final dissertation deposit and degree checkout: Library Deposit

Once all formatting and content changes have been made and the Dean of Graduate Studies has signed the signature page, the final copies of the dissertation are made on archival-quality paper. A minimum of three copies is required: one copy for the University archives, one copy for the Library, and one copy for your department or graduate advisor (depending upon departmental policies). Check with your graduate advisor for any additional copies that may be required by your degree program. You may also make additional copies for personal use at this time.

All copies should be collated in proper order and deposited at the library for binding. At the time of deposit, you must pay the binding fees and indicate on the binding form how personal copies are to be delivered—to you or to the department.

Once notified by the Library that the final deposit has been made, the Graduate School will clear your degree with the Registrar for posting. Your degree is not final until the final dissertation deposit has been made and all financial obligations to the University have been fulfilled.

Thesis & Dissertation Guidelines – v6.2

Summary of Steps to Complete a Graduate Degree at the University of the Pacific

Steps (in order)	What to File	When to Complete			
		Master's (Non-thesis)	Master's (Thesis)	Ed.D.	Ph.D.
1. Formalize Degree Requirements	<i>Plan of Study</i> form	Early in graduate program (by end of 2 nd semester)	Early in graduate program (by end of 2 nd semester)	After Level 1 Review	Early in graduate program (by end of 3 rd semester)
2. Declare Intent to Complete Degree Requirements	1. <i>Application for Graduation</i> 2. Copy of approved <i>Plan of Study</i> form	Semester before semester of degree completion*	Semester before semester of degree completion*	Semester before semester of degree completion*	Semester before semester of degree completion*
3. Signed "Checklist" by advisor for Format Review of the Thesis or Dissertation	1. <i>Checklist for First Submission Review of Theses and Dissertations</i> , signed by advisor. 2. Copy of the final draft of the thesis (complete except for corrections from the committee) 3. <i>Thesis/Dissertation Payment Form</i>	--	Deadline* for Advisor Signature (at least 6 weeks before graduation)	Deadline* for Advisor Signature (at least 6 weeks before graduation)	Deadline* for Advisor Signature (at least 6 weeks before graduation)
4. Final Exam or Thesis/Dissertation Defense	No forms needed. Exam or defense is scheduled by the student in consultation with the advisor and graduate committee.	Deadline* for Final Exam or Defense	Deadline* for Final Exam or Defense	Deadline* for Final Exam or Defense	Deadline* for Final Exam or Defense

Thesis & Dissertation Guidelines – v6.2

Steps (in order)	What to File	When to Complete			
		Master's (Non-thesis)	Master's (Thesis)	Ed.D.	Ph.D.
5. Reporting Outcome of Final Exam or Thesis/Dissertation Defense	<ol style="list-style-type: none"> 1. <i>Thesis Grade form, signed by advisor</i> 2. <i>Oral Examination form, signed by advisor & committee</i> 3. <i>Microfilm form (MA Psych & EdD/PhD only)</i> 4. <i>Get signature sheets signed (minimum of three on archival quality paper).</i> 	Deadline* for Final Exam or Defense	Deadline* for Final Exam or Defense	Deadline* for Final Exam or Defense	Deadline* for Final Exam or Defense
6. Final Approval of the Thesis or Dissertation	<ol style="list-style-type: none"> 1. <i>Copy of the final thesis, "publication-ready" and containing all corrections from the committee and previous reviews by the Graduate School.</i> 2. <i>All signature pages</i> 	--	Deadline for Submission to the Graduate Dean*	Deadline for Submission to the Graduate Dean*	Deadline for Submission to the Graduate Dean*
7. Final Deposit of the Thesis or Dissertation	<ol style="list-style-type: none"> 1. <i>Deposit final copies on archival paper to the library for binding.</i> 2. <i>Payment of fees</i> 3. <i>Binding form</i> 4. <i>Exit Survey</i> 	--	After Graduate Dean Approval and Production of Required Copies	After Graduate Dean Approval and Production of Required Copies	After Graduate Dean Approval and Production of Required Copies
**Refer to the Graduate School calendar for specific deadlines defined for each term.					

APPROVAL OF THESES AND DISSERTATIONS

Steps for Approval

The approval of a manuscript to satisfy the thesis or dissertation requirement usually occurs in the following order.

1. Approval of final draft.

The first step is your advisor's approval of the content and format of the thesis. At least six weeks before the oral defense, your thesis advisor should review your final draft of the thesis, and indicate that your thesis is ready for presentation and Oral defense by signing and dating the *Checklist for Submission Review of Theses and Dissertations*. This form is available in the Graduate School office.

Your advisor's signature verifies that the

- thesis format conforms to your degree program's and the Graduate School's formatting requirements,
- thesis content is acceptable to fulfill the degree program's requirements for the thesis or dissertation,
- thesis is in final form, and require only minor changes after the committee's review and thesis defense, and
- thesis can be released to the Graduate School for the final review.

2. Thesis Fee

A thesis fee, currently \$100, is required for the processing and review of all thesis and dissertations. This fee is paid by submitting a completed *Thesis Payment Form* from the Graduate School Office at the time you deposit your thesis for Final Review. The thesis fee is paid by cashiers check, personal check or money order.

3. Final Review

Required Items

For the Final Review, the following items must be submitted:

- 1) signed *Checklist for First Submission Review of Theses and Dissertations*,
- 2) signed Thesis Payment Form, and
- 3) copy of the final draft of the thesis.

Thesis & Dissertation Guidelines – v6.2

The Final Draft

The final draft of the thesis submitted for the Final Review should not be a “first draft,” but be a finished manuscript that requires only minor editorial changes, which should already include the recommendations of the student’s graduate committee. So that the final draft is truly a finished manuscript, preliminary “format checks” by the Graduate School staff are encouraged in the early stages of thesis development, possibly weeks before the Final Review, whenever you wonder about style or formatting requirements.

Students should work closely with the advisor to make sure that this final draft conforms to the formatting requirements of the Department and the Graduate School.

Print Format for the Final Draft

The final draft for the Final Review should be printed on one side only and unbound.

Final Review Process

Editors in the Graduate School conduct the Final Review of the final draft.

You should allow for 15 working days for the Final Review.

Unacceptable Submissions

If the thesis editor finds that the submitted manuscript is not in final form and/or contains a significant number of formatting errors (defined as greater than 5 major errors), the student may be required to resubmit a corrected manuscript before the “Final Review” continues.

4. Corrections #1

Make any corrections in format or content identified by your advisor/committee. Customarily, committee members need at least 2 weeks before your final thesis defense.

5. Final Thesis Defense

Complete final thesis defense. At the defense, have your advisor complete the “Thesis Grade Form” and ask all committee members to sign all the original signature pages and the thesis grade form. (See p. 23 for the correct number of signature pages.)

6. Corrections #2

Taking the corrections and suggestions from your committee and advisor, prepare the final, publication-ready manuscript for the “Final Review”.

Thesis & Dissertation Guidelines – v6.2

7. Final Review

Conducted by the Graduate School dean, the Final Review assures that formatting errors identified earlier have been corrected and that the thesis conforms to the requirements of the Graduate School. The Final Review can take as long as 15 working days.

8. Final Corrections and Reproduction

After the Final Review by the Graduate School, any corrections are made and the final copy of the thesis is reproduced in its final form. The student can use commercial copy businesses or the University copy center located on campus. Please see "Paper" on p. 23 for instructions on paper type. The student is responsible for the correct order of pages, uniformity of print quality, and ensuring no pages are missing in any of the final copies.

9. Final Deposit of the Thesis

Each copy of the thesis must be identical and submitted in a separate box or envelope with the student's name, degree, thesis title, and a copy number on each. Enclose the bindery form, completely filled out, in the first copy. After the copies have been bound, the student can pick up their bound copies at the Library, or all copies can be sent to one address at the student's cost (currently \$3.00 per copy). The binding and mailing of the thesis takes 2 to 3 months. Questions about the status of bound copies should be directed to the student's department or the Graduate School Office (209-946-2261).

10. Microfilming

Theses for M.A. degrees in Psychology and all dissertations for Ed.D. and Ph.D. degrees must be microfilmed. After the required copies of the thesis are made, an original, unbound copy is deposited at the Graduate School office to be sent to the University of Michigan for microfilming. Your original will be returned to the Graduate Office from the University of Michigan. If you have requested that this original copy be bound, the Library will send it to the bindery. If you do not wish to bind the original copy, it is returned to the academic department.

11. Final Checkout

The remaining information must be in the student's file in the Graduate School Office before the student is awarded the degree:

1. checklist for First Submission Review of Theses and Dissertations,
2. for dissertations, the Survey of Earned Doctorate,
3. the Microfilm Form for all dissertations and M.A. theses in Psychology,
4. arrangements to receive your bound thesis, and
5. copy of completed binding authorization form.

Thesis & Dissertation Guidelines – v6.2

Diplomas

Graduates attending commencement do not receive diplomas at the ceremony, but must pick up their diploma at the Registrar's office in Knoles Hall approximately 6 weeks after commencement. For students who cannot come to campus in person, diplomas are mailed 2 to 3 months after commencement. Questions about diplomas should be addressed to the Registrar's Office at (209) 946-2135.

Summary of Thesis Expenses

1. Manuscript preparation costs (including illustrations, photographs, etc.)
2. Copying costs for a minimum of 3 copies on archival quality paper (4 copies for Ed.D., Ph.D. and Psychology students)
3. Thesis fee
4. Bindery costs of 3 required copies and any additional copies
5. Mailing costs of all copies to be returned to the student by the U. S. Postal Service
6. Microfilming costs (for dissertations and M.A. theses in Psychology)

PREPARATION OF THE MANUSCRIPT

Approved Styles

Individual departments have approved specific style manuals that reflect the requirements of their specific disciplines. Use these styles for citations and references in your thesis or dissertation, but follow the formatting outlined in this *Guide* for all preliminary pages, order of sections, pagination, margin, appendices, and headings described and illustrated in following sections.

The headings illustrated in Appendix A of this *Guide* (p. 25) come from the most current guidelines of the American Psychological Association and is preferred for all disciplines at Pacific. Other heading styles may be acceptable if used consistently throughout and approved by the student’s major advisor and Graduate School.

The following is a list of specific style manuals approved by degree programs. Contact the Graduate School office to clarify any questions.

Department	Style
Biological Sciences	<i>Medical Editors</i> or as approved*
Communication	<i>APA Manual</i>
Education (all Departments)	<i>APA Manual</i>
Music Education	<i>APA Manual</i>
Music Therapy	<i>APA Manual</i>
Pharmaceutical and Chemical Sciences	<i>Medical Editors</i> or as approved*
Psychology	<i>APA Manual</i>
Sport Sciences	<i>APA Manual</i>

* The preferred citation style is *Medical Editors*, but a style from a peer-reviewed journal and may be used if recommended by the advisor and approved by the Graduate Dean,

APA Manual Publication *Manual of the American Psychological Association, 5th ed.*, 2001. American Psychological Association, Washington, D.C.

Medical Editors International Committee of Medical Journal Editors. Special Report: Uniform requirements for manuscripts submitted to biomedical journals. *N Engl J Med* 1997;336:309-15

Thesis Arrangement and Content

A thesis can be divided into three main parts: preliminary pages, body or text, and reference material.

This *Guide* describes the format for the preliminary pages that must be used for all thesis and dissertations at Pacific, regardless of academic discipline. Individual department guidelines determine the style and format of the citations in the text, and references.

Arrangement of the Manuscript

The thesis contains the following elements. Bolded elements are required for all theses or dissertations, non-bolded elements may or may not appear, depending on specific requirements.

1. **Blank page** required
2. **Title page** (page i, page number not printed) required
3. **Signature page** (page ii, page number not printed) required
4. Copyright page (if included, page is counted but not printed) optional
5. Dedication (if included, page is counted but not printed) optional
6. Acknowledgment (if included, page is counted but not printed) optional
7. **Abstract** (page number printed) required
8. **Table of Contents** (page number printed) required
9. List of Figures (if needed; page number printed) may be required*
10. List of Illustrations (if needed; page number printed) may be required*
11. List of Tables (if needed; page number printed) may be required*
12. List of Abbreviations (if needed; page number printed) may be required*
13. List of Symbols (if needed; page number printed) may be required*
14. Glossary (if included; page number printed) optional
15. **Body or Text** required
16. **References** required
17. Appendices optional

* criteria for inclusion are explained in the detailed description of Lists, starting on p. 18.

Preliminary Pages

The preliminary pages have a uniform format for all academic disciplines at Pacific. Preliminary pages consist of items 1-14 on the "Arrangement of the Manuscript" list on p. 14.

Blank page

Place one blank page at the beginning of the manuscript.

Title page

The specific form described for the title page is standard for all theses and dissertations from Pacific, regardless of academic discipline.

The "Major" that appears on the title page is the official academic major that has been approved by the Board of Regents. A list of officially approved majors appears on p. 40.

The date is the year of the term when degree requirements are met.

This is page *i*, but the page number is not printed on the page.

An example of a title page appears on p.26 for a thesis, and on p. 27 for a dissertation.

Signature page

This approval page is signed by the thesis committee members after the student passes the oral defense. If the signature pages are ready to distribute to the committee *at* the defense, you will not have to spend time getting signatures later.

All signatures must be original, so all copies of this page must be on archival paper (see *Paper* on p. 23), one original signature page for each copy you intend to have bound.

This is page *ii*, but the page number is not printed on the page.

An example of a signature page appears on page 28.

Copyright page (optional)

Because all dissertations are microfilmed, Ph.D. and Ed.D students must complete a copyright form, available at the Graduate School office, and pay the copyright fee.

Other students may also register a copyright by submitting the form and copyright fee. Refer to the "United States Copyright Office" that is referenced in Additional Resources on p. 39, to determine if you wish to complete the process.

Thesis & Dissertation Guidelines – v6.2

If the copyright page is included, the page number is counted, but not printed. An example of a copyright page appears on p. 29.

Dedication page (optional)

If included, the dedication page is placed after the copyright page. The page number is counted, but not printed. An example of a Dedication page appears on p. 30.

Acknowledgment page (optional)

If included the acknowledgement page follows the dedication page. The page number (which depends upon what optional pages have preceded) is counted, but not printed on the page. An example of an Acknowledgment page appears on p. 31.

Abstract (required)

The abstract is a concise summary of the theses, intended to inform a prospective reader about the content of the text. Usually an abstract includes a brief description of the problem investigated, procedures or methods, results and conclusions.

Headings from the text should be omitted in the abstract. It should not contain citations of items listed in the bibliography or reference section.

Abstracts for Master's theses should not *exceed* 300 words, or 350 words for Ed.D. or Ph.D. dissertations.

Abstracts are double-spaced and appear on one page.

The title, identical to the one on the title and signature pages, is centered in all capital letters.

On rare occasions, the Abstract may occupy more than one page; the second page should *not* have a title or note a continuation.

Pages are numbered with the next consecutive lower-case Roman numeral (the number depends on what has been included to this point), and the page number *should* appear on the page.

An example of an Abstract appears on p. 32.

Table of Contents (required)

A Table of Contents (TOC) is compiled from the completed manuscript and guides the reader to the subdivisions of the manuscript. An example of a Table of Contents appears on p. 33.

The Table of Contents (TOC) has the following features and requirements:

Thesis & Dissertation Guidelines – v6.2

Heading for the Table of Contents page

The Table of Contents page contains the main heading ("CONTENTS" or "TABLE OF CONTENTS"), which requires all-capital letters centered at the top of the page.

Top margin for the Table of Contents page

The Table of Contents page has a one-inch (1") margin at the top instead of the customary 2" margin that is used on other pages that contain a MAIN HEADING.

Number of Heading Levels in the Table of Contents

- All first and second level headings (i.e., MAIN HEADINGS and Second Level Headings) are included.
- The number of other heading levels to be included is chosen by the student and thesis advisor.*
- For whatever number of heading levels chosen to be included, all headings of those levels from all chapters must appear in the TOC.

Sections to be Included in the Table of Contents

Only sections that appear on pages following the Table of Contents are included in the TOC. Therefore, reference to the title page, signature page, copyright page, dedication, acknowledgment page, or abstract is not included. The first section that could appear in a TOC would be a List of Figures (if present in the thesis).

Congruence of the Table of Contents with the Text Body

- The headings that appear in the TOC must match the headings in the text, word-for-word and letter-for-letter.
- Capitalization of headings in the text should be in the TOC exactly as they appear in the text. However, headings that are italicized in the text are not italicized in the TOC.

Inclusion of Captions

- Short captions for figures, illustrations or tables can appear in the TOC if they exactly match what appears in the manuscript.
- Long captions can be used and stopped at the first period or other logical stopping point in the caption.

* a detailed table of contents is a useful guide for the reader because no index appears in theses or dissertations

Thesis & Dissertation Guidelines – v6.2

Appearance of the Table of Contents

- Page numbers in the TOC are aligned on the right.
- The use of dot leaders to connect headings with page numbers is optional, but must be used consistently throughout the TOC.
- Subheadings should be consistently indented according to its level.
- Long headings that run over to the next line should be appropriately indented.

Lists

List of Figures, List of Illustrations, List of Tables, List of Abbreviations, List of Symbols

A List of Figures, List of Illustrations, or List of Tables is required whenever more than one figure, illustration, or table (respectively) are used in the manuscript. If required, each list begins on a new page.

A List of Abbreviations or List of Symbols are required if the body of the text includes these features.

Glossary

The Glossary is optional, but highly recommended if the thesis content is highly technical or includes highly-specific terminology specific to the discipline and not widely known.

Instructions for lists:

- Lists appear after the Table of Contents in this order in the preliminary pages:
 1. List of Figures
 2. List of Illustrations
 3. List of Tables
 4. List of Abbreviations
 5. List of Symbols
 6. Glossary
- The heading style for any list is a MAIN HEADING (e.g., "TABLES" or "LIST OF TABLES").
- The top margin is 2".
- The figure or table number, title, caption, and page number for all figures and tables located in the text of the thesis are included. If figures and tables located in an appendix have individual numbers and captions, they should be included as well.

Thesis & Dissertation Guidelines – v6.2

- Capitalization of the title and caption on any List should be exactly as it appears in the text. For example, if table headings appear as all capital letters in the manuscript, then all capital letters should be used in the List of Tables.
- Individual entries in a List are single spaced, but double-spaced between entries.
- Page numbers are right justified; dot leaders are used if these leaders were used in the Table of Contents.

An example of a LIST OF TABLES appears on p. 34.

General Format Requirements

The following format requirements apply to all UOP theses and dissertations, regardless of the field of study:

Margins

All pages except those beginning with a major heading

The following margins are followed:

- top, right and bottom margins: 1 inch
- left margin: 1½ inch

These margins are defined for portrait-mode* pages; the left margin is larger to accommodate binding and therefore constitutes the “binding margin. Tables or figures printed in landscape-mode must maintain the 1½ inch margin on the binding margin and at least a 1-inch margin on the other edges.

These margins apply to all pages in the thesis, including tables, figures, and appendices, as well as the Table of Contents.

Pages with major headings

Major heading pages (*e.g.*, the first page of each chapter, list of figures, illustrations or abbreviations, acknowledgments, bibliography or appendix) must start **2 inches** from the top of the page.

Although the Table of Contents page has a major heading, it has only a **1 inch** margin at the top.

* page orientation is either “portrait” or “landscape.” Portrait orientation is customary, with the long axis of the page in a vertical position. Landscape orientation consists of the long axis of the page in a horizontal position and is sometimes used to present large tables or graphs.

Justification

The text should be left-justified, and **should not** be right justified.

Hyphenation

Hyphenation should be used as much as possible to minimize a ragged appearance to the right margin.

Widows and Orphans

Throughout the manuscript, there should be at least two lines of a paragraph on a page. Therefore, pages should not end with a single line of a new paragraph that continues on the next page ("widow"), nor begin with a single line from a paragraph that begins on the previous page ("orphan"). The situation can be avoided easily by activating the "Widows and Orphans" control available on most word-processing programs. (In Microsoft Word, this control is found in the "Lines and Page Breaks" tab accessed from the "Paragraph" option on "Format" menu.)

Spacing

The thesis must be double-spaced, on one side of 8½" by 11" paper.

There should be 2 spaces appearing after periods between sentences.

Captions and titles for figures and tables should be single spaced.

Individual footnotes or endnotes, blocked quotations, and bibliographies are single spaced, with a double space between entries.

Font and Size

General

Any standard font type having a 10, 11, or 12-point size can be used if acceptable to the advisor and graduate committee, **but 12-point Times New Roman is preferred.**

The font type and size must be used consistently throughout the thesis, including page numbers, captions, and other elements. An exception may be in appendices, where some variation in font & size may be permitted, but the appendix title, margins and page numbers should conform to the rest of the thesis.

Specific issues about font type or size are addressed by bringing samples to the Graduate Office for pre-approval.

Page Numbers and Captions

Page numbers as well as captions and labels of figures are the same size and font as used in the text. Exceptions can be made for figures and tables from graphics programs or those enlarged or reduced to fit on a page. Prior approval should be obtained from the Graduate School prior to the First Edit office whenever possible.

Specific styles for captions should follow APA style, unless an individual department has an alternate style. Captions must be used consistently throughout the manuscript.

Boldface, Italics, and Underlining

Boldface and *italics* should be used sparingly remain effective, and consistently. *Italics* should be used to indicate titles, non-English words, or emphasis. Underlining should be avoided.

Figures and Tables

Placement of Figures and Tables

Whenever possible, a figure or table should appear embedded in the text of the manuscript as close as possible to the first time it is referenced, and separated by triple spaces above and below the surrounding text. (See an example of an embedded table on p. 35.)

Large figures or tables can appear on separate pages, centered horizontally and vertically.

Oversized figures and tables should be avoided, but they can be divided into sections and arranged on facing, adjacent pages of standard size if needed.

Titles and Captions

Placement of titles and captions: For figures, *below* the figure; for tables, *above* the table. If necessary, the title and caption can appear on a page facing the figure or table, and should be oriented to accommodate ease in reading.

The style of titles and captions must be used consistently throughout.

Titles and captions should be single spaced and appear on the same page as the figure or table whenever possible.

Oversized figures and tables

Oversized figures and tables might be reduced by photography, photocopying, or electronic methods to arrange the material on regularly sized paper. If these

Thesis & Dissertation Guidelines – v6.2

techniques will not work and oversized paper must be used, samples must be approved by the Graduate School prior to use.

Pagination

Preliminary pages

Lower case Roman numerals are used for all preliminary pages and centered one inch (1") from the bottom of the page (if printed).

All preliminary pages before the abstract are counted, but not printed.

The abstract and all other preliminary pages that follow are is numbered *and* printed as lower-case Roman numerals.

Remaining pages

Sequential Arabic numerals are used and appear centered at the bottom of each page, allowing a 1" margin.

Page numbers appear on all pages **except** for the first page.

If titles & captions appear on a page *facing* a figure or table, the page number should appear on the reverse side of the title & caption, so that the page number appears in the correct place when the manuscript is properly assembled.

Exceptionally Long Thesis

Students having exceptionally long thesis must consult the Graduate School office for specific deposit instructions to facilitate binding. Normally, a thesis is considered to be exceptionally long if the total manuscript exceeds 2 ½ inches in thickness.

If a thesis or dissertation is 2 ½ inches or more in thickness, it must be separated into two volumes of approximately the same length.

- Pagination is continuous throughout, and not restarted with the second volume.
- The Preliminary Pages, including the abstract and signature pages are included in the first volume and not duplicated in the second volume.
- Each volume must have its own title page that indicates the appropriate volume number. The phrase "VOLUME 1" or "VOLUME 2" should appear two spaces above the heading "DISSERTATION" or "THESIS" on the title page.
- Use Arabic numbers to indicate volumes, not Roman numerals.

Photographs and computer-generated images

Photographic prints and images in all parts of the thesis must be of "**publication quality**". If unsure of the acceptability of an image, you should contact the

Thesis & Dissertation Guidelines – v6.2

Graduate School office to prevent wasted time and money resulting from a full-scaled, but unacceptable format.

Photographic prints should be glossy and appear as an entire page and adhering to the standard margin requirements. If photographs must be mounted to paper, "archival quality" paper and permanent mounting methods must be used (dry-mount tissue, adhesive sheets, or spray adhesive)—tape, rubber cement or adhesive corners are not permitted. For further information on photographs and reproduction, see Turabian 7.36-7.43, or contact the Graduate School office.

Non-photographic images must be of a quality suitable for publication. Scanned (digitized) images produced on laser printers are preferred, although **high quality** photocopies are acceptable if **pre-approved** by the Graduate School office.

Printers

A laser printer must be used for the final copy. Ink jet or bubble jet printers do not reach an acceptable quality for the final copy, but can be used for copies for preliminary format checking (First Edit). Dot matrix printers are not acceptable for any copies. Final copies must be of "publication ready" quality, including photocopies, illustrations, tables, photographs, or other illustrative material used in the thesis.

Paper

All required final copies should be made on "archival-quality" paper, which is acid-free, and customarily contains a minimum of 25% cotton, has a weight of 24 lb., and is described as "bright white." Copies other than those required can be made on any paper, although it is highly recommended that these additional copies also be on archival paper.

"Erasable" paper is not permitted for any copy of the thesis.

Corrections

Corrections by correction fluids, chalk or similar materials are not acceptable.

Copies

Minimum number of copies

The minimum number of copies required by the Graduate School* is as follows:

- all masters degrees except Psychology: 3 final copies
- all doctoral (Ed.D. Ph.D.) and Psychology M.A. students: 4 final copies.

*Individual degree programs may have additional required copies—check with your advisor or program director.

Thesis & Dissertation Guidelines – v6.2

The minimum copies required by the library (two copies), and one for the department archives. The fourth copy for Psychology MA and doctoral graduates goes to the Graduate School to be sent to UMI for microfilming, but does not have to be on archival paper.

Signature pages

Signatures on all signature pages must be original, and not photocopies. Therefore, the student should anticipate the number of final copies needed and have all signature pages ready on archival paper at the thesis defense.

Appendix A: Heading Style

2 inches from top →

MAIN HEADINGS

Main headings, or chapter headings, must appear at the top of a new page, centered, and in all capital letters (they may also be bold-faced). NOTE: This style for main headings style is required for all theses and dissertations from Pacific. The use of symbols such as numerals and letters to designate the various headings is optional, but once used must be used consistently throughout the thesis. (If you are familiar with the APA style headings, this preferred style for MAIN HEADINGS correspond to the APA, Level 5.)

The following illustrate the remaining levels of headings in accordance with the APA style, the preferred heading style for all disciplines at Pacific. The number of levels used in the thesis depends upon the structure of the study, the complexity of the manuscript, and on personal preference. Headings should be used consistently throughout, and levels should be distinct from one another.

Level Two Heading

These headings are centered and have important words capitalized. They do not appear at the top of a new page unless that is where they would otherwise appear in the text. The text begins on the next line and indented as other paragraphs. If section numbering is used, it must appear on all headings in the text.

Level Three Heading

These headings are centered, italicized, with important words capitalized. There must be a distinctive difference between this and the preceding level of heading.

Level Four Heading

These headings are flush left, italicized, with important words capitalized. Text begins on the next line.

Level five heading. If used, these headings are indented ½ inches, and are italicized with no capitalization of important words (*i.e.*, lower case only) and a period at the end. Text begins on the same line, with two spaces after the period of the heading.

Appendix B: Thesis Title Page

2 inches from top →

TITLE OF THESIS HERE
IN ALL CAPITAL LETTERS

2 blank lines

by

2 blank lines

John Q. Student

5 blank lines

double spaced {

A Thesis Submitted to the
Faculty of the Graduate School
In Partial Fulfillment of the
Requirements for the Degree of
MASTER OF SCIENCE

2 blank lines

School or Department: *Put School or Dept. Name Here*
Major: Official *Academic Major Here*

about 12 blank lines

University of the Pacific
Stockton, California

one blank line

1 inch from bottom →

2004

Appendix C: Dissertation Title Page

2 inches from top → TITLE OF DISSERTATION HERE
IN ALL CAPITAL LETTERS

2 blank lines

by

2 blank lines

Jane Q. Student

5 blank lines

double spaced { A Dissertation Submitted to the
Faculty of the Graduate School
In Partial Fulfillment of the
Requirements for the Degree of
DOCTOR OF PHILOSOPHY

2 blank lines

single spaced School or Department: *School or Dept. Name Here*
Major: Official Academic Major Here

about 12 blank lines

University of the Pacific
Stockton, California

one blank line

1 inch from bottom → 2004

Appendix D: Signature Page

2 inches from top→

TITLE OF THESIS OR DISSERTATION HERE
IN ALL CAPITAL LETTERS

6 blank lines

by
Jane Q. Student

10 blank lines

APPROVED BY:

*Include or delete as many committee members or other required signatures as appropriate.
Note that the thesis advisor should not also be counted as a committee member.*

Dissertation Advisor: _____
type name & title here (e.g. John Smith, Ph.D.)

Committee Member: _____
type name & title here (e.g. John Smith, Ph.D.)

Committee Member: _____
type name & title here (e.g. John Smith, Ph.D.)

Committee Member: _____
type name & title here (e.g. John Smith, Ph.D.)

Committee Member: _____
type name & title here (e.g. John Smith, Ph.D.)

Department Chair: _____
type name & title here (e.g. John Smith, Ph.D.)

Dean of Graduate Studies: _____
Jin K. Gong, Ph.D.

Appendix E: Copyright Page

2 inches from top →

THESIS TITLE HERE
ALL CAPITALS & CENTERED

triple space after title

Copyright 2004

double-spaced lines

by

Jane Q. Student

(page number is counted, but not printed on this page)

Appendix F: Dedication Page

2 inches from top →
triple space after title
double space text

DEDICATION

This thesis is dedicated to Professor David F. Cox in honor of his retirement from active teaching after 33 years on the faculty.

(page number is counted, but not printed on this page)

Appendix G: Acknowledgment Page

2 inches from top →
triple space after title
Double space text

ACKNOWLEDGMENTS

My gratitude goes to Dr. Jerry W. Young for his hours of patience and guidance while I struggled through the last three years of graduate school. His efforts to make me a responsible scientist hopefully will be fruitful. Dr. Donald Beitz has been, and will continue to be, an inspiration to me; I hope my career will be as successful as his has already been. I'm proud to call him "friend" as well as "teacher." The teachings of Dr. David F. Cox will remain with me a lifetime, and I will strive to continue to live up to his high expectations; I will always be one of his students. I am grateful for the guidance provided by Dr. Dare McGilliard, particularly in the operating room and surgical theater. I thank Dr. Jeanine Carithers for consenting to join my committee at the final stages of my project; her suggestions were helpful and appreciated. Finally, the teachings and inspiration of the late Dr. David R. Griffith will be a guide to my life and career; he is sorely missed, but will be never forgotten.

Appendix H: Abstract

2 inches from top →
single-spaced, all-capitals

TITLE OF THE THESIS OR DISSERTATION
GOES HERE

triple space after title

Abstract

triple space after "Abstract" Single-spaced here

by Jane Ann Doe

no degree after name
current year, no month

University of the Pacific
2004

triple space after year

The abstract is a short description with sufficient detail to permit the reader to decide if they want to read the entire thesis. Although it should not contain references, the abstract should include an indication of the thesis statement, important methodology, and conclusions. The abstract can be more than one page, but must be under 350 words for doctoral abstracts and 300 words for master's abstracts (counting everything). For theses from the Department of Psychology, one additional copy of the thesis is required for Dissertations Abstracts International, which should be placed in the box with the archival set of the dissertation and delivered to the Graduate School at the time of final deposit.

Theses and dissertation abstracts do not require a signature because *all* theses and dissertations from Pacific require an oral defense. The signatures for the entire thesis serve as verification of the work.

(page number is counted and printed on this page: centered lower-case Roman numerals)

Appendix I: Table of Contents

1 inch from top→

TABLE OF CONTENTS

triple space after titl, 1.5 inch left margin

LIST OF FIGURES	vii
LIST OF TABLES.....	xv
LIST OF SYMBOLS	xvi
LIST OF ABBREVIATIONS.....	xvii
CHAPTER	
I. INTRODUCTION	1
II. REVIEW OF THE LITERATURE.....	5
III. METHODOLOGY	8
Procedure.....	8
Instruments	11
Analysis.....	14
IV. RESULTS	16
Supplemental Analysis	22
V. DISCUSSION	25
REFERENCES	44
APPENDICES	
A. SELF-REPORT FAMILY INVENTORY.....	48
B. FAMILY ASSESSMENT DEVICE.....	52
C. DYADIC ADJUSTMENT SCALE.....	54

(page number is counted and printed on this page: centered lower-case Roman numerals)

Appendix J: List of Tables

2 inches from top →
triple space after title

LIST OF TABLES

Table	Page
1. Demographic Frequencies	9
2. Intercorrelations between Couples' Satisfaction and Family Subscales	17
3. Mean Scores for Couple Satisfaction	20
4. Regressions of SFI Scales, FAD General Functioning Scales and FACES III Adaptability and Cohesion Scales on Couples' Marital Satisfaction	21
5. Regressions of Husband's SFI Scales, FAD General Functioning Scales and FACES III Adaptability and Cohesion Scales on Couples' Marital Satisfaction	22
6. Regressions of Wife's SFI Scales, FAD General Functional Scales and FACES III Adaptability and Cohesion Scales on Wives' Marital Satisfaction	23
7. Intercorrelations between Husbands' and Wives' DAS Scales and the SFI Scales	24

(page number is counted and printed on this page: centered lower-case Roman numerals)

Appendix K: Example of a Table Imbedded in Text

A summary of steers, body weights, and experimental doses is given in Table 2. Body weights averaged 204 lbs. among the six animals; the range was 145 to 204 lbs. Because total continuous infusion rates of unlabelled PAH were identical for all steers, relative rates (mg/ml • kg) changed with body weights. The mean relative rate of unlabelled PAH infusion for experiments

At least 3
blank lines

Table 2. Steers, body weights, and dose rates used for experiments using ³H-PAH.

Steer	Body Weight (lb.)	Unlabelled PAH dose ^a (mg/min • kg)	³ H-PAH dose ^b	
			(mCi)	(μCi/kg)
8446	240	0.69	0.78	7.14
8451	235	0.70	0.79	7.36
8452	241	0.77	1.14	11.90
8466	217	0.76	0.53	5.42
8483	145	1.14	0.41	6.17
8484	<u>172</u>	<u>0.96</u>	0.92	<u>11.75</u>
Mean	204	0.84		8.29
S.E.M.	15.3	0.07		1.15

^aAdministered as a continuous infusion of a 30 mg/ml PAH solution, pH 7.3, at a rate of 2.5 ml/min.

^bAdministered as a single injection, in a total volume of 40 ml of 0.85% saline

At least 3
blank lines

using ³H-PAH was 0.84 mg/min • kg. By comparison, the relative dose rate for continuous infusion experiments, described earlier, using only unlabelled PAH was 0.25 mg/min • kg; the dose rates for unlabelled PAH in the

Appendix L: Appendices

2 inches from top→
triple space after title

APPENDIX A. DIRECTIONS FOR APPENDICES

Appendices contain ancillary material that adds to the main body of the text, but is not critical to the understanding of the contents. Appendices should be in the same font and size as the other portions of the thesis, although alternatives, if **pre-approved by the Graduate School**, are permitted. Exceptions might be copies of forms used in gathering of experimental data, informed consent documents, drawings of special equipment, examples of output generated by laboratory equipment or specific computer programs. Appendices should **not** include material that has been published or can be referenced; *e.g.*, photocopies of textbook material, photographs, drawings, text, etc. The quality of anything that appears in an appendix should be that of any material sent for publication.

Regardless of the material, the overall margin requirements (one inch for top, right, and bottom margins; one and one-half inches for the left margin) must be maintained. If the Appendix appears in the landscape, rather than the portrait mode, the binding-edge margin of one and one-half inches should be maintained.

Frequently Asked Questions

What is the purpose of applying for graduation, and when must I do it?

Students must initiate the graduate graduation process by applying for graduation so that the Graduate School can verify all degree requirements have been met. This includes a degree audit, which compares the approved Program of Study with the official transcript of work completed at Pacific and approved transfer credits. The deadline for this application is the semester **prior** to the desired term of degree completion. Check the University Calendar (in the Schedule of Classes, on the Graduate School website, and at the Graduate School) for specific deadline dates for each term.

What is the purpose of the Final Submission?

The final review of the completed thesis is to evaluate if the format, style, organization, and other University-wide regulations have been met before submission to Graduate School Dean for signature.

How do I pay my thesis fee?

Obtain a Thesis/Dissertation Payment Form from the Graduate School office (204 Knoles Hall) and submit with the Final Review. Your student account will be debited the \$100 thesis/dissertation fee.

What do I need to submit for the Final Submission Review?

1. A copy of your thesis, which should be the complete, final form (including editorial changes and changes recommended by the program committee). The "final submission" copies can be on any quality of paper, but must be readable and demonstrate that format requirements are being followed.
2. The completed "Student Checklist for Final Submission Review of Theses and Dissertations". The advisor's signature must appear on this form to verify that he/she has reviewed this final copy of the thesis and found it to comply with University regulations.
3. The Thesis/Dissertation Payment Form signed by the student.

When must I submit my thesis for the Final Submission Review?

The Final Submission should be at least two weeks after your final oral examination, but no later than the deadline for the term in which you plan to graduate. The deadline dates are published in the University calendar each semester, and can be obtained from the Graduate School office (extension 6-2261).

Can I check formatting before submitting the entire thesis?

Of course, and in fact, it is encouraged. Do not hesitate to drop by the Graduate School office with an example of a figure, table, or text style that you may have a question about.

How long does the Graduate School take for the Final Review?

The Final Review usually takes 10 working days, depending upon the volume of theses currently under review. At very busy times (*e.g.*, 2-3 weeks before the Final Submission deadline), the turnaround time may be up to three weeks or more. When the thesis is submitted, you will be told the approximate turn-over time, when your thesis will be ready to be picked up.

My department uses the APA style, which may be different than the thesis guidelines here. What should I do?

All theses and dissertations from Pacific are to conform to the formats in the *Guide* for preliminary pages. The APA style can be used for headings, tables, figures, titles, captions, citations, and references. The other formats described in this *Guide* should take precedence, but can be adapted to another style IF approved by the Graduate School office **in advance** of the Final Submission.

The style used in the body of the thesis or dissertation must be used consistently throughout.

Additional Resources

United States Copyright Office

Contact: U.S. Copyright Office
101 Independence Ave. S.E.
Washington, D.C. 20559-6000
(202) 707-3000

Website: <http://www.copyright.gov>

APPROVED ACADEMIC MAJORS AT PACIFIC

The following table lists the graduate degrees and majors available at the University of the Pacific. The majors listed here are the only ones that appear on the title pages of thesis and dissertations. (List accurate in August 2005)

College of the Pacific	
Biological Sciences	Master of Science
Communication	Master of Arts
Psychology	Master of Arts
Sport Sciences	Master of Arts
Benerd School of Education	
Curriculum and Instruction	Master of Arts Master of Education Doctor of Education
Educational Administration and Foundations	Master of Arts Doctor of Education
Educational and School Psychology	Master of Arts Education Specialist Doctor of Education Doctor of Philosophy
Eberhardt School of Business	
Business Administration	Master of Business Administration
School of International Studies	
Intercultural Relations	Master of Arts
Conservatory of Music	
Music Education	Master of Music
Music Therapy	Master of Arts
Long School of Pharmacy & Health Sciences	
Physical Therapy	Doctor of Physical Therapy
Speech-Language Pathology	Master of Science
Interdisciplinary	
Pharmaceutical and Chemical Sciences	Master of Science Doctor of Philosophy

INDEX

- Approval Process
 - Final Checkout, 11
 - Microfilming, 11
- Approval Process, 9
- Approved Bibliography Styles, 13
- Completion of the Graduate Degree
 - Doctor of Education and Doctor of Philosophy, 5
 - Master's Degree -- Thesis Plan, 3
 - Steps in the Final Semester, 3, 5
- Completion of the Graduate Degree, 2
- Diplomas, 12
- Examples
 - Abstract, 32
 - Dedication Page, 30
 - Dissertation Title Page, 27
 - Heading Style, 25
 - List of Tables, 35
 - Table of Contents, 33
 - Thesis Title Page, 26
- Expenses, 12
- Format Requirements, 19
- Figures and tables, 21
- Margins, 19
- Pagination, 22
- Photographs and images, 22
- Printers, 23
- Frequently Asked Questions, 37
- List of Tables, 34
- Manuscript Arrangement and Content, 14
- Preliminary page requirements, 15**
 - Abstract, 16
 - Acknowledgement page, 16
 - Copyright page, 15
 - Dedication Page, 16
 - List of figures, 18
 - List of illustrations, 18
 - List of tables, 18
 - Signature page, 15
 - Table of Contents, 16
- Preparation of the Manuscript, 13