

# **The Graduate Handbook for Preparing and Submitting Theses and Dissertations**

**Fall 2014**

(the Spring 2015 Handbook will be published later in the fall)

**The College of Graduate Studies  
University of Idaho**

**New for Fall 2014:**

Only original ink signatures are acceptable on the Authorization to Submit page.

Defenses may not be held during the last 3 weeks of the semester.

Format review comments will be sent to the student and to their major professor.

[ETD QUICKLINK](#)

September 4, 2014

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## PART 1: INTRODUCTION

### Contact Information

- For all issues about preparing your thesis or dissertation, contact: Melinda Deyasi, [melindad@uidaho.edu](mailto:melindad@uidaho.edu), 208-885-6242, Morrill 207.
- For issues relating to registration, degree requirements, and other administrative matters, contact: Sue Branting, [sueb@uidaho.edu](mailto:sueb@uidaho.edu), 208-885-2647 or Cheri Cole, [cheric@uidaho.edu](mailto:cheric@uidaho.edu), 208-885-6243, Morrill 104.

### College of Graduate Studies Standards

- These formatting and organization guidelines have been prepared for two reasons: to assist you in the production of your thesis or dissertation and to ensure that theses/dissertations (hereafter referred to as “document[s]”) reflect the standards of excellence instituted by the Graduate Faculty. The document should reflect positively on the student, the student’s committee, the department, the College of Graduate Studies, and the University of Idaho.
- The statements in this edition of the Handbook for Theses and Dissertations (hereafter referred to as the “Handbook”) will take precedence over statements in previous Handbooks. This Handbook takes precedence in all matters of format. If you are advised by your department to use a format different from the acceptable graduate college format, please contact COGS.
- We always strive to be objective and fair in our judgments, and questions of neatness and consistency are judgment calls. Contact us if we can clarify, assist, or help in any way.
- All theses and dissertations will be forwarded to and housed in the university library for public review.
- The university urges students **not** to include classified or confidential material as a part of the dissertation or thesis that would impair the ability to have the documents published or shelved in the university library. If you are considering the inclusion of such material, you must receive permission from the Dean of the College of Graduate Studies before you begin your research.
- The Dean of the College of Graduate Studies may, under substantiated circumstances and with the endorsement of and an explanatory letter from the chair of the committee, permit the document to be held from shelving for a six-month period.

### Deadlines

- Theses and dissertations are due within six (6) months after the defense.
- **Deadlines are absolute.** If the document is submitted in an UNACCEPTABLE form by the term deadline, it **cannot** be accepted for that term but will instead be held for approval in the following term. Additional registration may be required.
- Plan your work carefully in order to avoid any last-minute or unforeseen problems. For example, students have found that the logistics of working with committee members on different campuses, or at different universities, or who are conducting research abroad can be problematic in terms of obtaining signatures and scheduling defenses. **Good intentions don’t always lead to meeting deadlines; good planning does.**

## Defenses

NEW: Defenses may **NOT** be held during the last 3 weeks of the semester. It is the student's responsibility to inform their major professors and committee members of this new policy. Students need to ensure that the major professor schedules their defense prior to the dates outlined in the [Dates & Deadlines](#) webpage on the College of Graduate Studies website.

- If at all possible, plan to defend in the fall or the spring because defending in the summer is more problematic.
- Deans, Department Chairs, Committee Members, and Major Professors are often away from campus in the summer attending conferences, conducting research, and taking time off. Because of this, it can be difficult to get their advice and comments on your work. Some previous students have been unable to obtain the necessary approvals for their work, including the important signatures on the Authorization to Submit page, and missed the summer deadlines as a result.
- If you defend in the summer, ensure that you have carefully arranged your needs and COGS deadlines with your professors. Find out when you should submit your work for consideration to the Department Chair or Director, and to the Dean of your college.
- Put your preferred deadline dates in writing and send them to the necessary parties so you can find out when they can be available for consultation and/or signatures.

## PART 2: GETTING READY: What You Need to Know Before You Prepare Your Document

### Responsibilities

- Student
  - Manages all aspects of completing their thesis or dissertation. **This includes ensuring that their defense does NOT occur in the final 3 weeks of a semester.**
  - **Takes the lead** by communicating IN WRITING with the Major Professor important dates, expectations, and other important aspects of completing their work and meeting deadlines.
  - Submits a neat and clean document free of misspellings, typographical errors, improper punctuation, and poor grammar.
  - Organizes all materials in the approved manner outlined in this Handbook and follows all formatting guidelines.
  - Cites all sources and uses footnotes, endnotes, and references according to the accepted style manual, such as MLA, Chicago, APA, IEEE, CBE, or SHA (see [references](#) for style guides)
  - Submits all forms and materials by the deadlines.
- Major Professor
  - Tells students **not** to use theses or dissertations from the library, departments, or other students as models for correct format or organization of materials. Sometimes errors have been overlooked, exceptions to rules have been allowed for specific reasons, or rules have been subsequently changed.
  - **Does not set any final defenses during the final 3 weeks of a semester.**
  - Are responsible for content accuracy and completeness of **all** aspects of the document.
  - Determines the internal arrangement of the content.
  - Ensures that the student has complied with any necessary [protocol approvals](#).
- Thesis and Dissertation Advisor (T & D Advisor)
  - Reviews all versions, from the preliminary draft to the final submission, to ensure all format and appearance standards have been met.

### Protocol Approvals

- Prior to beginning any research projects, approval must be granted by one or more of the following groups if it applies to the research that you are undertaking. Letter(s) from the appropriate committee approving the protocol **must be included in the appendices**:
  - **Institutional Review Board:** for research involving human subjects
  - **Animal Care and Use Committee:** for research using vertebrate animals
  - **Biohazards Committee:** for research using any biological agent or recombinant DNA
  - **Radiation Safety Commission:** for research using radioactive materials
  - **Idaho Research Foundation:** for research that may have patent or license outputs
  - **University Research Office:** for research involving agents or federal controls on the development, use and distribution of technology
  - **Office of Sponsored Programs:** for activities funded through external grants and contracts.
- Should the research methodology or source funding change, notify the appropriate group.

**Helpful Campus Resources**

- [Writing Center](#): Available only while classes are in session; make an appointment.
- [Student Computing Labs](#): There over 500 computers in 15 labs.
- [The Campus Copy Center](#): Will print and deliver your thesis or dissertation to Morrill 207.

**Working in Word**

- You may notice that the Help link and question mark are missing from the page ribbon in Word 2013; click F1 to find Word Help.
- If you are fairly new to using Office, you may find [training for the 2013 applications](#) useful.
- [MS Word 2010 and 2013 for Dissertations](#) from the U. of Michigan has helpful information.
- [Watch this video](#) to learn how to combine portrait and landscape pages and apply the page number correctly.
- [Essential MS Word 2010 Tips](#) also includes combining portrait and landscape pages.
- There are quick and easy tutorials for specific Word formatting issues on [YouTube](#).
- [Email the U-Idaho Help Desk](#) or call them at 208-885-4357 if you cannot find your answers by using any of the above resources.

## PART 3. ETD and PUBLISHING

### Electronic Theses and Dissertations (ETD)

- This software system created by ProQuest (academic publisher) lets students submit their documents digitally and thereby enables their dissemination more quickly and widely to the larger academic world.
- It is not nearly as scary or difficult as it seems, and it is not as PERMANENT as it looks since you can revise your document as many times as you like before submitting the final version.
- Before you click the [ETD Quicklink](#) and create your account, read this entire section.
- Each time you make significant changes to your document or are responding to a request from the Thesis and Dissertation Advisor that revisions are necessary, you should resubmit your document in ETD for another format review.
- Most of the correspondence between the student and Advisor is done in ETD where a record of decisions is maintained in the View Decisions section.
- ETD Help can be found at [ETD FAQ for General, Submission, and Technical Issues](#) or you may [Contact ProQuest for assistance](#).

You **and your major professor** will be emailed a copy of the Advisor's comments in an email from ETD. Take care with your work so your professor does not have to get several emails from ETD about your minor errors and such.

### Important to Remember

- **Please enter your defense date in the Notes section of your ETD file.**

Click SUBMIT when you are ready to submit your document for review at any point in the process. "Saving" or "uploading" does NOT let us know that you have revised your document.

- If you do not hear back from the Thesis and Dissertation Advisor within **3 business days** of your submission, please email [Melinda Deyasi](#) and let her know. Sometimes students think they clicked Submit but didn't, and sometimes things seem to get lost in cyberspace.
- Students may include bookmarks and hyperlinks but need to know that ProQuest cautions us that the links will NOT always remain stable through everything it undergoes in the publishing process. Also, any linked text color needs to be changed to black before getting your document copied onto bond paper if using only black and white printing.

### Embargo

- An embargo is the amount of time that you want to delay the DIGITAL distribution of your work.
- Each student will be asked to complete the [University of Idaho Repository Agreement](#) (Theses and Dissertations) with their major professor in order to indicate the embargo period, if any.
- Unless there is a very specific reason why you would need to delay electronic access to your document, we recommend that you make your work available immediately (this usually takes about 4-6 weeks from the time your bond copy and ETD have both been accepted). This will also make your work immediately available through the Library.

### ETD Publishing Options

- Select your Publishing Options carefully when you establish your ETD account. It is not easy to change them afterward.
- Familiarize yourself with the publishing options material before you proceed through your ETD account. You will need to answer some questions in order to move forward through the screens.
- Students may choose between Traditional and Open Access Publishing; most select Traditional Publishing as they do not see the need to purchase Open Access Publishing for **\$95** from ProQuest. Selecting the Open Access Publishing option from ProQuest makes your work fully available through their website, but since your work will already be fully available through the library, making this payment unnecessary.
- When it comes to “Select Publishing Options,” there is nothing wrong with allowing major search engines to discover your work through ProQuest. This will only make your work more accessible.
- Most students do NOT find it necessary to ask ProQuest to file for copyright on their behalf. **Your work is technically copyrighted as soon as it is finished and published.** However, if you’d like the additional legal protection an official copyright can offer you can pay ProQuest **\$55** to copyright your work for you. Additionally, an official copyright may be useful if you are in the process of obtaining a patent.
- You may view other University of Idaho theses and dissertations by visiting the [Digital Initiatives Theses and Dissertations Database](#).
- If you have additional questions about publication options, contact Annie Gaines, Scholarly Communications Librarian ([againes@uidaho.edu](mailto:againes@uidaho.edu) | 208-885-9086).
- For more information, read [Intellectual Property, Copyright, Publishing Guides and ETD Publishing Information](#).

### Creative Commons Publishing

- To provide copyright release for Creative Commons work, include a page that describes the Creative Commons license used in the article and the permissions associated with it.
- For example if you have the [CC BY-ND Attribution No Derivatives license](#), print the page and sign it.
- All CC licenses require users to provide [attribution](#) and [mark the material](#) when it is shared publicly, and those requirements vary across licenses. See also: [Considerations for Licensors and Licensees](#).

## PART 4: FIRST FORMAT REVIEW

### FAQs

- **When should I submit my document for the first format review?** Read this Handbook, beginning to end. REALLY. Then compose ALL your preliminary pages and a chapter or two. Using the Quick Format and Organization checklists, review your document for compliance to the guidelines. Make sure you submit before the first format review deadline for the semester in which you wish to graduate.
- **Is it important to get a review before my defense?** The better prepared you and your document are going into the defense, the better it will be afterward. If your format is done well, all you need to get done is the content changes, and things proceed a little quicker. We recommend your document be reviewed and revised at least once before your defense.
- **Why?** A format review is conducted to ensure that you have applied all the rules laid out in this Handbook, including formatting and organizational elements, properly ordered and titled sections and graphic materials, and have included all necessary materials such as protocol approvals and copyright permissions.
- **How do I submit it?** Create an ETD account and submit your document as one PDF file (see section below entitled ETD and Publishing).
- **May I email you an electronic file or drop off a print copy of my dissertation or thesis for review?** No, sorry. Emailed submissions and print copies cannot be accepted for format reviews.
- **How often?** Each time you revise your document significantly, resubmit it in ETD for another format review since it is very easy for seemingly insignificant changes to result in formatting mishaps.

### Proofreading for Formatting

- Use spell check, grammar check, and proofread your work before it gets presented to your major professor and committee. You should create a positive and professional impression.
- To Proofread **Word or Latex** Documents for Formatting:
  - Print out your document, grab a red pen and post-its, and go to a quiet area.
  - Look at each page for about 5-10 seconds, noting any errors, omissions, and such so you can fix them later in the computer.
  - Keep an eye out for misaligned text, figures, and tables as well as missing page numbers, inconsistent heading styles, widows and orphans, and other common errors that are really hard to catch when reading your work on the computer.
- To Proofread **PDF** Documents for Formatting:
  - Each page is supposed to have its first line of text or title about 1" from the top of the page. To ensure your pages are uniform, conduct the following steps:
  - Save your Word file as a PDF.
  - In Adobe Acrobat, click on View, then Page Display, then Two Page View.
  - Next, click View, then Show/Hide, then Rulers and Grids, then Rulers.
  - You are now set up to view your pages next to each other, making it much easier to ensure that each heading or first line of text begins where it is supposed to.

### Formatting Checklist

- Margins: top and bottom, 1"; left 1.2-1.3"; right 1"
- Font: 10-12 point; use only ONE type of font
- Page and Chapter Titles, Headings: all of these must be consistent with each other in terms of:
  - case (all uppercase or all major words capitalized)
  - emphasis (all bolded or none bolded)
  - alignment (all centered or all at left margin – with a few exceptions)
  - size (may be the same size as text or up to 2 points larger)
- Titles, headings, or first line of text: must be about 1" from top of page
- Page numbers must appear in the upper right corner about ¾" from top margin
- Spacing of text and lists: minimum 1.5 – maximum 2.0
- Spacing after titles and headings, including subtitles, must be consistent throughout
- Tables, figures, and other graphic materials: centered horizontally, with single-spaced captions
- Eliminate **Widows and Orphans**: This term applies to words, short lines, subtitles, headings, or bibliographic references that start at the end of one page and continue on the next. Keep material such as this together whenever possible.
- Keep references that are 2-3 lines together. It is permissible to split a reference of 4 or more lines at approximately the half-way point.

### Document Components Checklist

- Preliminary Pages, in order: (use lower case Roman numbers)
  - Cover/Title Page
  - Authorization to Submit
  - Abstract
  - Vita (optional)
  - Acknowledgements (optional but recommended)
  - Dedication (optional)
  - Table of Contents
  - List(s) of Graphic and/or explanatory materials (one list per type of material; eg. Tables, figures, abbreviations, illustrations, and so forth)
  - Preface (optional)
- Chapters: (Use Arabic numbers here)
  - Introduction (optional)
  - All major sections must be titled as Chapters.
  - All subsections within each chapter, such as abstract, introduction, methods, etc. must **follow immediately after each other**. The only subsection that may start on a separate page is a list of your sources, if you wish.
- References/Works Cited/Bibliography
  - A separate section listing your sources is required for documents that do **not** include the sources at the end of each chapter.
- Appendices (not all theses and dissertations require appendices)

## PART 5: FORMATTING

### Consistency Is THE Most Important Concern

#### Margins

- ALL pages in the document must be 1" on the right, 1" on the bottom, and 1.2" – 1.3" on the left.
- The 1" bottom margin must be maintained if footnotes are used.

#### Page Numbers

- All page numbers in ALL sections of the document must be located in the upper right corner.
- The only page that should not have a page number is the Cover/Title page.
- Number type:
  - **lower case** Roman numerals are used for the preliminary pages
  - use Arabic numbers for every page in the rest of the document, beginning with 1 begin on the first page of Chapter One (or the first page if an introduction is used)
  - [Missouri State's Writing Center](#) does a great job of explaining how to format using these two types of numbers.
- If a page uses landscape orientation, the page number must still appear in the **upper right corner** in portrait position. Previous students recommend [this webpage](#) from the University of Michigan's Library.
- Page insertions using sub-numbers (10a, 10b, 10c, etc.) cannot be accepted.
- If the text **within** the page has been reduced, the page number must remain full-size and must appear in the same location as all other page numbers.
- For help with other page number issues, see the [Word and LaTeX Helpsites](#).

#### Spacing

- The **text** of the entire document (including the preliminary pages) must be 1.5 – 2.0 spaced.
- The only exceptions are tables, block quotations, and bibliographic entries, which may be single-spaced with a double space between entries.
- Spacing after titles and headings must be consistent throughout.
- Spacing before and after subheadings must be consistent throughout.
- Because Appendix title pages contain very little text other than the title, Appendix headings aligned to the left appear awkward compared to those centered on the page. If you use appendices, we recommend that you center your headings throughout the document.

#### Fonts

- Use only ONE style of font throughout.
- Use black text color only; color is fine when illustrating text within images, figures, etc.
- It should be 10 – 12 font (except script, italic, or ornamental) must be used for the text.
- A font size up to 2 points larger than the text may be used for page and chapter titles.
- A font size of 9 may be used for **captions** with figures, tables, and other graphic materials.

### First Line of Text

- If a page does not have a title, the first line of text must begin about 1" from the top of the page.
- A table, chart, or any other graphic material that is alone on its own page may be centered vertically; however, if it is on a page with text, it must begin about 1" from the top of the page.
- Your first line of text or title will begin at the correct place on the page if you set your top margin at 1" and then use automatic page numbering to insert the page numbers.

### Page Titles/Chapter Headings

- The alignment, case, and emphasis of preliminary page titles, chapter headings, section headings (such as bibliography, appendices) must be CONSISTENT in style.
  - **Alignment:** centered or at the left margin.
  - **Case:** all are entirely in uppercase, or with just the main words capitalized.
  - **Emphasis:** bolded or not.
  - **Size:** the same font size must be used for all titles.
- All must begin about 1" from the top of the page, with the exception of the Dedication page.

### Subtitles/Subsections

- Like main titles and headings, these need to be consistent with each other; however, they can have a different style from the major headings.
- Make sure you demonstrate the difference between a main heading and a subheading by adjusting the case and emphasis, and use the same size of font you used for the text.

### Paper, Printing, and Size Requirements

- All materials in the document, including illustrative material, must conform to the required text margins and paper size of 8.5" x 11". If it cannot, we suggest two alternatives:
  - **Reduction:** This is the preferred method. Photocopy equipment can reduce items to fit within the margin requirements, but ensure it remains large enough so that the text can easily be read. (Page numbers must remain full-size on pages with reduced materials.)
  - **Folding:** If it is not possible to reduce the materials, an oversized page may be used. We don't encourage this since oversized pages are folded and put in a 7" x 10" pocket at the back of the bound document; they are not bound into the spine.
- The final version of the document must be printed on bond paper of 25% cotton (see the section Finishing Up).
- Your document must be printed on **one side only**; duplexing is not allowed.

### Corrections

- Pen or pencil corrections, and whiteout are not acceptable.

### Headers/Running Head

- Are not to be used.

## PART 6: DOCUMENT COMPONENTS

### A. Preliminary Pages, in order

- Title Page (required)
- Authorization to Submit (required)
- Abstract (required)
- Vita (optional)
- Acknowledgements (optional but recommended)
- Dedication (optional)
- Table of Contents (required)
- List(s) of Graphic Materials (figures, tables, charts, etc.) and/or Explanatory Materials (abbreviations, symbols, equations) if used
- Preface (optional)

### B. Chapters (required)

### C. References (required)

- May be placed at the end of each chapter, or all together immediately after the chapters and before any appendices.

### D. Appendices

- Required only for documents that include copyright letters, protocol approvals, CDs, DVDs, oversize and other auxiliary materials, extensive data sets, and other material that enhances the content of the document but not necessary.

## A. PRELIMINARY PAGES

### Cover/Title Page ([Sample Page](#))

- Does not have a page number.
- Doctoral students refer to their documents as a “dissertation;” Master’s students call theirs a “thesis.”
- The correct name is the College of Graduate Studies; it is neither “the Graduate School” nor the name of the College in which your home department resides.
- Your degree and major must match your university records; do NOT include a minor, emphasis, focus, or area of specialization.
- The date on this page is the month and year in which your document is expected to be **approved** by all required parties, including the College of Graduate Studies. In other words, this date should correspond with the month and year that you submit the bond copy of the document.

*90% of formatting errors occur in the preliminary pages, so pay close attention to the sample pages at the end of this Handbook.*

**Authorization to Submit** ([Sample Page](#))

- All signatures must be original. Photocopied, scanned, electronic, or cut and pasted signatures are not acceptable.
- The page that is submitted with your document must not be reduced in size; only pages that are 100% of their original size will be accepted.
- If you obtain the original Authorization to Submit signatures on regular paper, bring that page along with a piece of your bond paper when you submit. Or if you wish, you may collect the original signatures directly on the bond page.
- Do not gather any signatures until your format has been approved by the T & D Advisor.
- Insert only enough signature lines for those who will be signing—NO blank lines.
- The name of the person who is signing is to appear under the signature line, followed by their final degree (Ph.D., M.S., M.A., etc.).
- When you upload your document in ETD, do NOT include the **signed** authorization to submit page. Just leave the **unsigned** version.

**Abstract** ([Sample Page](#))

- The abstract is a short summary of the document, written in narrative style rather than outline form.
- Dissertation abstracts may be no longer than 350 words, and thesis abstracts are limited to 150.
- Although each chapter may have its own abstract or introduction, an “umbrella” abstract that encompasses the entire document is REQUIRED.

**Vita** (optional)

- This is a brief summary of your **academic** background; it should not be autobiographical.

**Acknowledgements** (optional but recommended) ([Sample Page](#))

- This section thanks specific individuals for their guidance and assistance, and the agencies from which you may have received grant support.
- Thanking your friends and/or family can be done either here or in the dedication section.

**Dedication** ([Sample Page](#)) (optional)

- In order to set off the special nature of this material, a dedication (page heading and text) should be vertically **and** horizontally centered in the middle of the page.
- Most dedications are messages of that are more personal than professional in nature. They are usually to convey thanks and appreciation to family members, close friends, or professors with whom the student has worked closely over the years.

**Table of Contents** ([Sample Page](#))

- This table lists the title of each of the document components: each preliminary page (except for the cover/title page) and each chapter number and title (and 1<sup>st</sup> order subsections). If they are used, also list the References section and appendices.
- Use **1.5 – 2.0** spacing to ensure easier readability.

### Using Dot Leaders

- Dot leaders must be used to align the final digit of each page number with the right margin.
- There are 3 ways to format your Table of Contents and lists of graphic materials using dot leaders: [Create a TOC Automatically](#) or [Create a TOC Manually](#) or use ...

#### MELINDA'S almost FOOLPROOF METHOD OF USING DOT LEADERS IN WORD!

First, position your cursor at the beginning of the first line where you want to type an entry for your Table of Contents and follow these steps:

- Under the Home tab you will see the Paragraph box. Click on the small arrow on lower right.
- A Paragraph box will open. Keep all defaults. Click on Tabs on the bottom left.
- A Tabs dialog box will open. In the alignment area, select “**right**.”
- Next, click on “**2 ...**” and then on **Set**. Then hit **OK**.

Second, look at the horizontal ruler at the top of your document. If you cannot see it, click on View and check the Ruler box.

- Locate the Tab icon which is to the far left beside the ruler.
- Click on the icon until this symbol  $\lrcorner$  appears (it looks like a backwards capital L).
- Click on the ruler where you would like the last digit of number to appear, which is at the 6.3” mark. The symbol  $\lrcorner$  will appear.
- Type the first entry for your table of contents; click tab; enter the page number.

Sometimes the settings seem to disappear, and my best guess is that this happens when you move off of the page or if you hit the enter key a few times too many. In any event, place your cursor where you need to start again, and go back and reset the dot leaders.

It works best if you type in the title of the entry, press tab, then hit enter. It doesn't always work when you try to apply dot leaders to an already existing table of contents.

#### List(s) of Graphic Materials ([Sample Page](#))

- Each entry should consist of its graphic material type (table) unique number (3.2), brief title (Potato yields, 2013-14), and page number (41). For example:  
Table 3.2 – Potato yields, 2013-14 ..... 41
- Use dot leaders to line your page numbers up with the right margin.

### Prefaces

- Prefaces are only required if the **entire** document is the product of a team collaboration, resulting in the original intellectual product of more than one author. Each student's contribution must be clearly stated and appropriate credit must be ascribed to all authors.
- Use Roman numerals and position the preface at the very end of the preliminary pages section.

### Introductions

- These are not usually used in theses or dissertations; however, if your major professor recommends it, place it immediately **AFTER** the preliminary pages and **BEFORE** chapter one.
- An introduction should not replicate the abstract, which is a summary of the entire document. Instead, an introduction should tell the reader what the topic is and why it is important to study. It can address specific objectives, or even act as a road map.
- If an introduction is used, the Arabic Numerals begin here with page 1.

## B: CHAPTERS

### Chapters Not Based on Articles

- All chapters must be labelled as a chapter and numbered. Each also requires a title.
- Each chapter must begin on a new page, but does not take the form of a title page.
- All subsections:
  - The first subsection follows the title (or publication information if such is used.)
  - Each subsequent subsection immediately follows the one before it. None begin on a new page, with the exception of the references subsection if you wish.

### Article-based Chapters: Published, Forthcoming, Under Consideration, To Be Submitted

- The above guidelines for chapters above are to be applied to article based chapters as well.
- A thesis or dissertation may include articles that have been, will be, or may be published.
- You must be the primary author of each item; co-authors other than your major professor must be mentioned at the beginning of the item.
- Each article must be listed as a separate **chapter** and also entitled "Chapter." Include your references at the end of each chapter.
- **Immediately under the chapter title or in a footnote on the first page of the chapter**, briefly state the **current status** of the article. Use whatever is most applicable, such as "published in" or "forthcoming in" or "submitted to" or "under consideration" or "to be presented at such-and-such conference on whatever date in whichever city."
- For **already-published** material: include the type of information you will find in a citation: author(s), name of publication, name of article title (if different from chapter title), volume number, issue number, page range, and any other identification data you deem to be pertinent.
- For an article that has been **accepted** but that has not appeared, write "forthcoming in" followed by the publication information you have at this point.

- For **submitted** material: Immediately under the chapter title, put in the name of the publication to which the article has been submitted, or any other identification information. For example, if your chapter will be **presented** as a paper at a conference, include relevant conference information such as professional association, name of conference (and panel name if available), date, and location.
- When using copyrighted and/or published articles (whether they are your own or belong to someone else), include a letter of permission from the **PUBLISHER** granting permission for the article(s) to be used in your document. Place this in the appendices.
- If you are using previously published items, it is important to be sure that you did **not** sign an agreement with the publisher that could prevent you from using the item in your document.
- For further info, speak to your Major Professor or see [The Faculty-Staff Handbook](#), section 5300.

### **Graphic Materials: Tables, Figures, Flowcharts, Diagrams, Illustrations, and Other Imagery**

- They must be CLEAR and CRISP, and conform to the margin, paper, and pagination requirements explained elsewhere in this Handbook.
- All graphic materials need to be inserted at the same points throughout. They may appear:
  - within the text of the chapter, or
  - on separate pages at the end of the chapters, or
  - at the end of the document AFTER the References and BEFORE any appendices.
- Most graphic materials look best when they are centered horizontally, with the titles and captions centered as well. If you like, you may situate them at the left margin. Pick one style and be consistent throughout the document.
- Resize the items in order to maintain proper margins.
- Each **type** of graphic material needs to be numbered consistently using one of these options:
  - consecutive numbering throughout the entire document, or
  - consecutive numbering within each chapter (1.1, 1.2, 2.1, 2.2, 3.1, 3.2).
- Each item must be listed by type in the preliminary pages.

### **Tables and Figures**

- If a table or figure can fit on one page, it should be placed on one page and not split over two.
- They look best when centered horizontally, with the caption centered horizontally as well.
- Tables are almost always the reason for using landscape orientation. Remember that the TOP of the table must be placed on the page in order that it will be closest to the spine once it is bound, and that the page number must appear in the upper right-hand corner in the portrait position.

### **Captions**

- These must be single-spaced.
- It is standard for the table number and caption to appear ABOVE the table and for the figure number and caption to appear BELOW.
- A smaller font of the same type used in your document may be adopted for purposes of saving space or preventing widows and orphans.

## C. REFERENCES

- Every document (except for Creative Writing theses and in other exceptional instances) must include a list of the sources used to write the thesis or dissertation.
- It may be called a **Bibliography, References, List of Works Cited**.
- References are placed in 1 of 2 places:
  - as a single section placed **after** all of the chapters and **before** any appendices, or
  - at the end of each chapter.

### Citation Placement

- For those not using in-text citation style, references to works cited may be in the form of footnotes at the bottom of the page, endnotes at the end of each chapter, or endnotes at the end of the document. That choice is up to you and your committee. The only requirement is that they are placed **in the same position** throughout the entire document.

### Style Guides

- All citations and references must adhere to an accepted style manual that is used in your discipline.
- The list of References for published and under consideration articles may remain in the same format and style used for the publication submissions.
- Unsubmitted articles should adhere to the style and format used in your discipline or department.
- Commonly used style guides include the following:
  - [MLA Formatting and Style Guide](#)
  - [APA Style](#)
  - [Chicago Style](#)
  - [IEEE Editorial Style Manual](#) or [IEEE Documentation Style](#)
  - [CSE Quick Citation Guide](#)
  - [Society for Historical Archaeology Publications Style Guide](#)
  - [Research and Documentation Online \(MLA, APA, Chicago, CSE\)](#)

## D. APPENDICES

Not all theses and dissertations require appendices. Appendix material is limited to supporting material genuinely subsidiary to the main argument of the work. Only material that is referred to in the document may be included. Some examples of appendix material include:

- Additional details of methodology, data sets, diagrams of specialized equipment
- Copies of questionnaires or surveys used in the research
- Copyright letters
- Protocol approvals
- CDs, DVDs, oversize papers, and other auxiliary materials.
- The appendices must conform to paper, pagination, and margin guidelines. Use the spacing that you think best reflects the kind of material that is in the appendix.
- When more than one appendix is used, each of the appendices must be numbered or lettered in sequential order, i.e., Appendix A, Appendix B, Appendix C, or Appendix 1, Appendix 2, Appendix 3.
- Provide a short title for each appendix and include this on the first page of the appendix and in the Table of Contents entry.
  - May include such items as copyright approval, permission from publishers, protocol approvals, CDs, DVDs, oversize papers, and other auxiliary materials.
  - May also include material such as data sets that enhance the document but that are not necessary for inclusion in the main body of the document.

## PART 7. FINISHING UP

### After Your Defense

- Once you have completed all the revisions to your CONTENT as directed by your committee, submit your final document in ETD.
  - In the ETD notes field or by email, let the T & D Advisor know you are finished.
  - You will get one last quick review and you will be emailed a message via ETD that you are “good to go” to get your document printed on bond paper. **You cannot get a “good to go” until the T & D Advisor knows you are completely finished.**
  - Do not get your work printed on bond paper until you get the go-ahead from us. Otherwise, you may need to get it reprinted if errors are found.
  - The fee that you are charged with your tuition and other fees does not cover the printing cost. Instead, it covers the cost of binding your document for the library.

If you make substantial changes after you receive a “good to go,” email the T & D Advisor to request a format review. Otherwise, your document will be considered complete and no further format reviews will be conducted.

### The Final Document

- There should be **ONE version** of your final thesis or dissertation. This version will be in **TWO** formats: one electronic, one print. They need to be identical to each other in terms of content.
- Your supplementary materials also need to be printed out with page numbers, and submitted along with your main document. Oversized material, such as maps, should also be included in the appendices. Submit the item folded so that it fits in a 10” x 7” envelope.
- Once you have submitted your bond copy to Morrill 207, you may **not** make any changes to your ETD. Inform your major professor and committee about this.
- If you obtain the original Authorization to Submit signatures on regular paper, bring the page along with a piece of your bond paper when you submit the rest of your document. Or if you wish, you may collect the original signatures directly on the bond page.
- The print format needs to be printed on **one side only, on bond paper**, which is a high quality, heavier paper used for important documents. Our university stipulates that the paper is at least 25% cotton.
- **Do not get it bound in any way.**
- Bring the print version to Morrill 207 by **the deadline date.**
- If you do **not** get an email stating that your bond copy has been received by the T & D Advisor within 3 business days of ordering your document from the Copy Center, email the Advisor so she can look into it.

We strongly encourage students to get their documents printed on bond paper at the [Copy Center](#). We have the same brand of paper in our office, which can be used in case minor changes need to be fixed after you have graduated.

**Completing Your Degree**

Before you submit your final thesis or dissertation, ensure you have satisfied all of the following requirements and proof of their completion has been recorded and verified by the administrative staff in the COGS office. These items should be verified concurrently with preparing your document.

- All degree requirements:
  - Clear degree audit
  - Current registration
  - Full committee information
  - Preliminary form (for doctoral students)
  - Application for degree
- Signed Request to Proceed with Final Defense
- Signed Final Defense Form
- Signed Repository Agreement
- Survey of Earned Doctorates (for Ph.D. students only)
  - Once you have completed this, the SED office notifies us directly.

**Sample Title Page**

**PART 8: SAMPLE PAGES**

Center this page both vertically and horizontally

A page number should not appear on the title page.

This is the Title of My Dissertation:

All Words Except Articles and Prepositions with More than Four Letters Are Capitalized

Pay close attention to the layout used on this page; notice the spacing between the various sections.

Ensure your degree and major match your registration in VandalWeb.

Notice the lowercase "w" and "l" and "b."

The month and year in which your document is expected to be approved by all required parties, including the College of Graduate Studies.

A Dissertation  
Presented in Partial Fulfillment of the Requirements for the  
Degree of Doctorate of Philosophy  
with a  
Major in Geography  
in the  
College of Graduate Studies  
University of Idaho  
by  
Susan P. Student  
December 2014

Major Professor: Egill Skallagrimsson, Ph.D.



**Authorization to Submit [add either Thesis or Dissertation]**

This [choose thesis or dissertation] of [your name], submitted for the degree of [spell your degree name out in full] with a Major in [a program listed on the [Academic Offerings](#) webpage that corresponds to your degree] and titled "[exactly the same thing as on the title page, word for word, letter for letter]," has been reviewed in final form. Permission, as indicated by the signatures and dates below, is now granted to submit final copies to the College of Graduate Studies for approval.

Don't forget the comma inside the closing quotation mark.

Major Professor: \_\_\_\_\_ Date: \_\_\_\_\_  
Name, degree

Committee  
Members: \_\_\_\_\_ Date: \_\_\_\_\_  
Name, degree

\_\_\_\_\_  
Name, degree

\_\_\_\_\_  
Name, degree

Department  
Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
Name, degree

Discipline's  
College Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
Name, degree

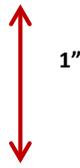
Evenly spaced and with signature and date lines perfectly aligned.

**Final Approval and Acceptance**

Dean of the College  
of Graduate Studies: \_\_\_\_\_ Date: \_\_\_\_\_  
Jie Chen, Ph.D.



There are no special instructions for formatting this page, other than to use the same style of heading and indentation as you use throughout the document. **Theses** abstracts are limited to **150** words, and **dissertations** are held to **350** words.



## Acknowledgements

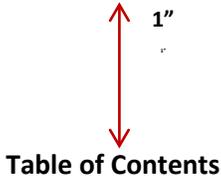
There are no special instructions for formatting this page, other than to use the same style of heading and indentation as you use throughout the document. Acknowledgements are used to convey your appreciation to those who were instrumental to your academic career, including faculty, grant and scholarship agencies, internships, research facilities, and others who assisted and supported you along the way. Family members and friends may be thanked here, or they may be addressed on a dedication page.

The dedication page is centered both [vertically](#) and horizontally.

### **Dedication**

This is often where you want to thank the people who have been important to you at a personal level rather than at a professional one. For example, “I would like to thank my husband and son for their support during my studies at the University of Idaho.”

Because the dedication page is centered, titles aligned to the left appear awkward compared to those centered on the page. If you use a dedication page, we recommend that you center ALL of your headings throughout the document.



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Use 1.5 - 2.0 spacing

Use only the FIRST page number of the section, not the first and last.

Do not type any text **directly above** the page numbers you have listed along the right column; instead, put the text on the next line below.



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Use 1.5 - 2.0  
spacing

Do not type any text **directly above** the page numbers you have listed along the right column; instead, put the text on the next line below.

Each different type of graphic material requires its own separate list, which is to begin on a new page.