2013-14

Graduate Handbook for Preparing and Submitting Theses and Dissertations

The College of Graduate Studies University of Idaho

Learn More About ETD:

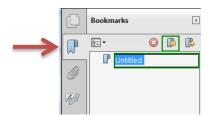
The New Electronic Theses and Dissertations Submissions Process

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Navigation Tips

Open this document in ADOBE ACROBAT so you may take advantage of the bookmarked table of
contents on the sidebar. Open the bookmarks panel by clicking on the ribbon to reveal navigational
links within the handbook. You can also use CTRL-F to search for words as you would in an index.



This **online** handbook will be updated periodically with information that will make formatting and organizing your document easier. Major revisions will not appear until the 2014-15 edition.

Contact Information

CAMPUS LOCATION
Office of the Dean
College of Graduate Studies
University of Idaho
Morrill Hall
Zip 3017

MAILING ADDRESS
College of Graduate Studies
University of Idaho
Morrill Hall
875 Perimeter Drive
Moscow, Idaho 83844-3017

For issues relating to formatting and submitting your thesis or dissertation: Contact Melinda Deyasi, melindad@uidaho.edu, 208-885-6242, Morrill 207

For issues relating to registration, degree requirements, and other administrative matters: Contact Cheri Cole, cheric@uidaho.edu, 208-885-6243, Morrill 104

GENERAL REQUIREMENTS AND INFORMATION

Enrollment Requirements

- Students engaged in ANY activity requiring faculty or staff time and consultation, or the use of any
 UI facilities, must register for the number of credits appropriate to the degree of activity involved
 during the semester of activity. For thesis or dissertation students must register in 500 or 600.
- Such activity includes, but is not limited to: writing, defending, or submitting a thesis or dissertation; working on or completion of a non-thesis requirement; or taking a preliminary examination.
- A student who was appropriately registered during a previous term and did not complete all the requirements by the end of that term but does so before the official opening date of the new term, is awarded the degree at the end of the following term without further registration.

Application for Degree/Certificate (available only on VandalWeb)

- The Application for Degree/Certificate is due prior to the end of the term preceding graduation.
- If you file the form but realize you will not graduate, let us know immediately so that we may work with the Registrar's office to cancel your application.
- The student must reapply for a different term. Delay in this process may cause your name not to be listed in the commencement program, and it could also cause a delay in the granting of the degree. To avoid a late fee, fill out this form **the term BEFORE** you plan to finish.

Committee Review of Drafts

- You are urged to arrange a meeting with each committee member for review of individual drafts
 prior to submitting your document for a format review to the College of Graduate Studies.
- You should be aware that many faculty members are on academic year appointments and may not be available during inter-sessions or summer sessions.
- Normally, it is expected that a minimum of four weeks be allowed for the review of each draft.
- Such review periods should not extend into an interim or summer session except with prior approval by the committee member if he/she is on academic year appointment.

Final Defense Forms

- Submit the Request to Proceed with Final Defense of Thesis/Dissertation Form to Morrill 104.
 - Doctoral students must bring the completed form to Morrill 104 at least 10 working days in advance of your defense in order for it to be advertised legally as an official "open meeting."
- You will then be issued a Final Defense Report Form. The major professor **or** the student must return it to the College of Graduate Studies after the defense (regardless of the results).

Graduation, Commencement, and Diplomas

- If you want to participate in a commencement ceremony but will not complete your degree requirements by this date, see the Graduation webpages on the Registrar's Office website.
- Keep your mailing address information on the UI computer system updated so the Registrar's Office will know where to send your diploma and other general university correspondence.

The December commencement ceremony is held on the Moscow campus ONLY.

May commencement is held on the Coeur d'Alene,
Boise, Idaho Falls AND Moscow campuses.

Deadlines

GRADUATE DEADLINES FOR DOCUMENT REVIEWS AND SUBMISSIONS, AND FOR NTR SUBMISSIONS				
Fall 2013	December 2, 2013	Last day for format review for Education documents		
Fall 2013	December 6, 2013	Education theses, dissertations, and NTR due		
Fall 2013	December 13, 2013	Last day for format review		
Fall 2013	December 20, 2013	Thesis, dissertation or NTR submissions due		
Spring 2014	January 14, 2014	Last day to receive theses and dissertations (without spring registration)		
Spring 2014	April 18, 2014	Last day for format review for Education documents		
Spring 2014	May 2, 2014	Education theses, dissertations, and NTR due		
Spring 2014	May 9, 2014	Last day for format review		
Spring 2014	May 16, 2014	Thesis, dissertation or NTR submission		

- Theses and dissertations are due in the College of Graduate Studies within six (6) months after the defense.
- **Deadlines are absolute.** If the document is submitted in UNACCEPTABLE form by the term deadline, it **cannot** be accepted for that term but will instead be held for approval in the following term. [See Registration Requirements of this handbook.]
- 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. Good intentions don't always meet deadlines; good planning does.
- Please check the schedules of all faculty and administrators who must sign your document to ensure
 they will be available when your document is ready for their signatures. You must have all
 signatures (except that of the Dean of the College of Graduate Studies) to submit the final copies of
 the document.

For issues relating to registration, degree requirements, and other administrative matters: Contact Cheri Cole, cheric@uidaho.edu, 208-885-6243, Morrill 104

PREPARING YOUR DOCUMENT

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 goal is to ensure that a document has been produced that will 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.
- The staff of the College of Graduate Studies strives always to be objective and fair in its judgments.
 Questions of neatness and consistency are judgment calls by the staff. If you have any questions about the material in this handbook, please contact us right away.
- The 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 the College of
 Graduate Studies office prior to beginning.

Responsibilities

- Student
 - 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
 - Cites all sources and uses footnotes, endnotes, and references according to the accepted style manual, such as MLA, Chicago, APA, IEEE, or CBE (see <u>references</u> for style guides)
 - Submits all forms and materials by the deadlines
- Committee Professors
 - o Are responsible for content accuracy and completeness
 - Reviews content and references for accuracy
 - Determines the internal arrangement within the text
- Thesis and Dissertation Advisor
 - Reviews all documents from the preliminary draft to the final submission to ensure all format and appearance standards have been met.

Copyright

- If you are using copyrighted material in your thesis or dissertation, a statement from the copyright owner giving you permission to use the material must be included in the appendices of the document and, if a doctoral student, attached to the UMI form.
- 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 preclude you from using the item in your document.
- If you have further questions, speak to your Major Professor and see <u>The Faculty-Staff Handbook</u>, section 5300.

Helpful Resources

- Writing Center: Make an appointment with Ryan.
- The Campus Copy Center: Will print and deliver your thesis or dissertation to Morrill 207.
- Student Computing Labs: There over 500 computers in 15 labs.

Software

- Work in the word processing software of your choice and "save as" a PDF.
- If you use Word, here are some websites that you may find helpful:
 - o MS Word 2010 for Dissertations: from the U. of Michigan
 - o Formatting Theses and Dissertations Using Word 2010: from Clark Atlanta U.
 - o <u>Essential MS Word 2010 Tips</u>: includes combining portrait and landscape pages
- If you use LaTeX, check these out:
 - <u>LaTeX Workshops</u>: from Iowa State
 - <u>LaTeX ETDs</u>: also from Iowa State

Withholding Your Document

- 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.

Protocol Approval

- 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:
 - Human Assurances Committee: for research involving human subjects
 - o **Animal Care and Use Committee:** for research using vertebrate animals
 - o Biohazards Committee: for research using any biological agent or recombinant DNA
 - o Radiation Safety Commission: for research using radioactive materials
 - o 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
 - o **Office of Sponsored Programs:** for activities funded through external grants and contracts.
- Should the research methodology or source funding change, notify the appropriate group.
- Letter(s) from the appropriate committee approving the protocol must be included in the Appendix section.

Format Review

- Format reviews will not be done the week before the submission deadline, so plan ahead.
- Submit your document for a format review prior to obtaining any signatures.
- You should get your document reviewed after you have composed all of your preliminary pages and have a draft that is almost good enough to send to your committee.
- The staff of the College of Graduate Studies strives always to be objective and fair in its judgments. Questions of neatness and consistency are judgment calls by the staff.
- You can submit your thesis or dissertation for review electronically or in print form.
- All reviews to be conducted electronically must be submitted in one PDF file and emailed to melindad@uidaho.edu or submitted through ETD. All reviews in print form must be delivered to Morrill 207. If you live out of town, you can have the Copy Center deliver your document (see above, Helpful Resources).

Formatting an Article-based Document

- A thesis or dissertation may include articles submitted or about to be submitted for publication.
 Whether or not the article is accepted does **not** matter for the purposes of your document submission.
- 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.
- If you are using copyrighted and/or published articles, whether they are your own or belong to someone else, you must include in the Appendix section a letter of permission from the copyright holder granting permission for the articles to be used in your document.
- When individual papers that have been prepared for submission for publication are used, each must be listed as a separate chapter. In this case, the bibliographic citations and reference materials will appear after each chapter.
- Although each chapter/article may have its own abstract or introduction, an "umbrella" abstract is required that encompasses the entire document.
- All organization and format rules mentioned in this handbook apply to documents consisting of published work and those being submitting for publication
- A uniform style of headings, fonts, pagination, margins, and spacing must be adopted. All
 preliminary pages are also required.

Do **not** use theses or dissertations from the library, departments, or other students as models for correct format or organization of materials. It sometimes happens that errors have been overlooked, exceptions to rules have been allowed for specific reasons, which may not apply in all cases, or rules have been subsequently changed.

ORGANIZATION

Components and Order at a Glance

- Preliminary Pages, in order
 - o Title Page
 - Authorization to Submit
 - Abstract
 - Vita (optional)
 - Acknowledgements (optional but recommended)
 - Dedication (optional)
 - o Table of Contents
 - List(s) of Graphic and/or explanatory materials
- Body of the document
 - Chapters
- References
 - Required for documents that do **not** include references at the end of each chapter
- Appendices
 - Includes copyright letters, protocol approvals, CDs, DVDs, oversize papers, and other auxiliary materials

PRELIMINARY PAGES: IN ORDER

Title Page: See <u>Sample Page</u> for information that should be included

- this is page "i", but the number is **not** placed on the page
- the correct name is the College of Graduate Studies, NOT the Graduate School
- your degree and major must match your university records; do not include a minor, emphasis, focus, or area of specialization
- the date and year on the page should be the month and year in which you successfully defended

ENSURE THAT THE TITLES ON YOUR TITLE PAGE AND AUTHORIZATION TO SUBMIT PAGE ARE IDENTICAL, WORD FOR WORD. LETTER FOR LETTER.

Authorization to Submit: See <u>Sample Page</u> for information that should be included

- Insert only enough signature lines for those who will be signing—NO blank lines.
- All signatures are required on the final copies we receive but we do not require original
 signatures. You may obtain the required signatures on regular paper and then have the pages
 copied onto the same paper as the rest of your document.

- The name of the person who is signing is to be printed under the line. If you include titles, such as Dr. or Prof., be sure to use the same **type** of title for each person signing (all Dr., all Prof.)
- You will be emailed a PDF copy of your signature page after the Dean of the College of Graduate Studies signs it. If you wish to have a hard copy of the signature page after it has been signed by COGS, include one extra page with the final copies. We will email you when it's ready, and it will be held for you in Morrill 207 for pick-up.
- IMPORTANT: Contact your signatories well in advance to ensure each will be available when a signature is needed. This especially important for summer submissions. A delay in getting signatures **DOES NOT** waive the deadline for submission.

Abstract: Sample Page

- The abstract is a short summary of the document, written in narrative style rather than outline form.
- Dissertation abstracts should be no longer than 350 words, and thesis abstracts should be limited to 150. The rationale behind this is that PRINT indexes will limit the number of words they will include in citation abstracts, but since hardly anyone still produces or uses new print indices, you can make your own decision about this word length.
- 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 is not an autobiography.

Acknowledgements: Sample Page (optional but recommended)

 This section is to recognize the individuals to whom you are indebted for guidance and assistance, and any grant support you may have received for your work. Acknowledgments should be expressed simply, tactfully, and professionally. 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 should be vertically and horizontally centered in the middle of the page.
- Most documents are short statements of tribute to family members, close friends, or professors with whom the student has worked closely over the years.

90% of formatting errors occur in the preliminary pages, so pay close attention to the examples provided in the sample pages at the end of this handbook and to the descriptive text in this section.

Table of Contents: Sample Page

This table lists all the contents of the document including all of the preliminary pages (except the
title page), first-order subheadings, appendices, notes, and references. The title of each entry must
correspond exactly to that of the text (see next page for formatting tips).

Lists of Graphic Materials: Sample Page

- Lists of graphic materials (or abbreviations) must be separated by type: the list of figures must be on a separate page from the list of tables which must be on a separate page from the list of abbreviations, and so on.
- When numbering each individual item, ensure that you include the chapter number and the individual item number (for example, table 2.3 indicates that it is the 3rd table in chapter 2).
- Each type of illustrative item requires its own heading and table of contents; they need to be structured in the same way as the larger document's table of contents
- Each entry must state the number of the table, etc., caption or title, and page number.
- Include all illustrative items in these lists, even those appearing in the appendices.
- If a table or illustration extends beyond one page, only the first page number is entered in the Table of Contents.

There are 2 ways—automatically or manually—to format your Table of Contents and lists of graphs, tables, etc. so that you will have perfectly lined up page numbers at the right margin preceded with dot leaders.

- <u>Create a Table of Contents</u> Automatically
- <u>Create a Table of Contents Manually</u> Using Dot Leaders

Dissertation students with lengthy documents strongly recommend the automatic features, whereas those with shorter documents **may** not find the time investment as worthwhile.

BODY OF THE DOCUMENT

Chapters: Arabic Numerals Begin Here On Chapter One, Page 1

- Each chapter must begin on a new page, and be titled "Chapter 1, Chapter 2, etc."

 You can have a document with references at the end of the document, or one where each chapter has been written as an article that has been submitted for consideration, in press, or already published.

 When this is the case, each article should be listed as a separate chapter with the bibliographic citations and reference materials appearing at the end of each chapter. For more information, see Formatting an Article-based Document
- If the articles are related and each article represents a chapter of a book that has been submitted for consideration, in press, or already published, the bibliographic citations and reference materials are to appear at the end of the document.
- If you are using copyrighted and/or published articles, whether they are your own or belong to someone else, you must include a letter of permission from the copyright holder granting permission for the articles to be used in your document. The letter should be included in the appendices. If you have any questions, please inquire with your Major Professor.
- All general organization and format rules mentioned previously apply to documents using the
 journal article format. A uniform style of headings, fonts, pagination, margins, and spacing, as
 stated in other sections of this handbook, must be adopted for this style of document. Standardized
 preliminary pages are also required.
- 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.

References

- Every document (except for Creative Writing theses and in other exceptional instances) must include a **bibliography or references** section(s). References can be placed in 1 of 2 areas: at the end of each section of the document or at the end of the chapters and preceding the appendices.
- 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 you cite your sources in a **consistent** place (bottom of the page, OR end of each chapter, OR end of the document) throughout the entire document.
- The format of your works cited is up to you and your committee, but the style chosen must be clear, logical, and consistent throughout the document. Regardless of the style selected, you must cite the exact page number of a source when documenting a direct quotation.
- All citations and references must adhere to an accepted style manual that is used in your discipline.
 Do not substitute a references list in a journal article for a real style manual, all of which are in the library, online, and/or available for purchase.
- The following links can be helpful when citing your sources:
 - o MLA Formatting and Style Guide
 - o APA Style
 - o Chicago Style
 - o <u>IEEE Editorial Style Manual or IEEE Documentation Style</u>
 - <u>CSE Quick Citation Guide</u> (you don't need a username and password just click "cancel")
 - o Research and Documentation Online

Appendices: Sample Title Page

- Not all theses and dissertations require appendices, only those that include copyright letters, protocol approvals, CDs, DVDs, oversize papers, and other auxiliary materials
- The appendices must conform to paper, pagination, and margin guidelines, **but** may be single- or double-spaced.
- Each individual appendix requires a title page before the appendix material itself.
- 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, as well as by title.
- Oversized material, such as maps, should also be included in the appendices. Submit the item folded, and the library will use proper archiving methods to insert it in the document.
- Multimedia material, such as a CD or DVD, must be placed in the traditional type of plastic container
 that customarily accompanies commercially available CDs or DVDs. When your document is
 returned from the bindery, the library will place the disk inside a pocket they adhere to the binding
 inside the back cover. A label is placed above the barcode so library users and staff will be aware of
 the item. Discs that are taped to a piece of paper at the time of submission cannot be accepted.

PLACEMENT OF TEXT AND OTHER MATERIAL

Widows and Orphans

• This term applies to words, short lines, headings, or bibliographic references that start at the end of one page and continue on the next. Try to keep material such as this together whenever possible.

Graphic Materials

- Ensure that all tables, graphs, images, figures, or maps are CLEAR, CLEAN, CRISP AND LEGIBLE.
- They may be placed on separate pages at the end of the chapters, or within the text.
- Materials placed on a separate page should cover at least half of the page or be centered.
- Wide tables, oversized tables, or figures may be placed landscape on a separate page, or they may be continued from page to page.
- If they are placed landscape, the top is toward the binding (remember that the position of the page number needs to be in portrait mode).
- It may be necessary to resize the item or use reduced copies in order to maintain proper margins.
- Page numbers are to be regular size, not reduced, and in the upper right hand of the page.
- Labels or symbols rather than colors should identify lines on a graph. Shaded areas, such as countries on a map, will have better contrast online than will color.
- Graphic material needs to be numbered consecutively and consistently using ONE of three options:
 - o consecutive numbering throughout the entire document, or
 - o consecutive numbering within each chapter (1.1, 1.2, 2.1, 2.2, 3.1, 3.2), or
- All items require a caption and need to be listed in the List of Tables, List of Graphs, etc.
- They must also conform to the margin, paper, and pagination requirements explained elsewhere in this handbook.
- Each individual type of graphic material must be numbered consecutively throughout the document. The title of the individual item must be the same as how it is referred to in the text; however, if a title or caption is lengthy, a shortened form may be substituted.

Captions

- If there is room on the page for the caption, the caption is to be placed on the page directly above or below the table, figure, etc.
- If the caption cannot fit on the same page as the item, place it on the page preceding it.
- The caption style and placement adopted must be used consistently throughout the document.
- It must be single-spaced.
- A smaller font of the same type as was used in your document may be used.

Images, Illustrations, and Color Copies

- If illustrations are placed together as a special section of the text, they must continue the sequential pagination from the text.
- The acceptable methods for inclusion of an image are either to have the picture digitally imported into your document, photocopied onto the same bond paper as the rest of the document, or placed

- on archival paper available at the UI photo center. At this point, the image is referred to in this section as an illustration.
- All illustrations must be of high quality; "washed-out" or unclear illustrations are not acceptable.
- If color is used as a describer, a non-color describer should also be used. For example, "The red line, marked A, is a river." In this way people reviewing black and white copies of the document can also understand the meaning.

Size Requirements

- All materials in the document, including illustrative material, must conform to the required text margins. If it cannot, we suggest two alternatives:
 - Reduction: This is the preferred method. Photocopy equipment can reduce items to fit
 within the margin requirements. Remember: 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. Please contact the Thesis and Dissertation Reviewer for specific instructions because folding incorrectly may result in important parts of the material being inadvertently severed during binding.

Rotating Landscape Pages into Portrait Orientation for PDF Submissions

- All documents submitted in PDF must have their pages oriented in the portrait position, which can be problematic for those who have PAGES with landscape views
- To get your pages in order, do the following:
 - o In Word, ensure that the page number is in portrait position
 - When you are finished your document, save in Word and save as PDF as well
 - o In PDF, go to the top bar that has the create icon on the left; the 5th icon from the RIGHT is "rotate file" and it works in a very straightforward and easy manner
- A word of caution: when you rotate a page in PDF, make sure you pick the page number displayed in the PDF page number block (immediately underneath "create"
- This will NOT correspond with the page number that appears in the upper right corner of your document, but instead shows the total number of pages of the entire PDF document, including the preliminary pages.

Placing Bookmarks and Hyperlinks in Your PDF Document

- Students are welcome to include bookmarks and hyperlinks in their PDF document, but need to be aware that ProQuest cautions us that the links will NOT always remain stable through everything it undergoes in the publishing process
- Students need to change the text color to black (and eliminate underlines and bolding for hyperlinked text) before getting their document copied onto bond paper

FORMATTING

Consistency Is The Most Important Concern

Margins

- Margin requirements apply to ALL pages in the document, including figures, tables, illustrations, and appendices.
- The margins are 1" on the right, 1" on the bottom, and 1.3" on the left.
- The top margin is determined by placing the page number ¾" from the top edge of the paper and beginning the text a double space after the page number.
- Allow adequate space for footnotes if they are to be added to the bottom of the page.
- A RAGGED RIGHT MARGIN IS STRONGLY RECOMMENDED.
 - If you justify your text to line up at the right margin, references, equations, and other words may be too spaced out and will appear awkward.
 - If there are large spaces, the copies of the document will be returned to for reformatting.
 - Hyphenation of words is acceptable.

Page Numbers

- All page numbers in ALL sections of the document must be located in the upper right corner, ¾" down. The text begins after a double space (except for the dedication page and a more-than-two-line appendix title.)
- The page numbers are given without embellishment or punctuation. Every page in the document has a page number EXCEPT for the title page.
- Page insertions using sub-numbers (10a, 10b, 10c, etc.) cannot be accepted.
- Use lower case Roman numerals for numbering the preliminary pages. The numbering is continuous including the title page, although the number is not given on the title page.
- Pages in the body of the document (everything other than the preliminary pages) use Arabic numbers beginning with 1. The body includes chapters, references, graphic materials, and appendices. See Number Pages Differently in Different Sections or the Software section.
- If the text within the page has been reduced, the page number must remain full-size and must appear in the same location, as are all other page numbers.
- If a page is printed using the landscape layout, the page number must be in the **upper right corner** in portrait position. How to

Spacing

• The **text** of the entire document (including the preliminary pages) must be double-spaced or spaceand-a-half. The only exceptions are tables, block quotations, and bibliographic entries, which may be single-spaced with a double space between entries.

Corrections

• Do not use pen or pencil corrections, whitening substance, or interlinear insertions.

Fonts

- Any legible font (except script, italic, or ornamental fonts, which may be used for special purposes only) is acceptable. It must fall within the 10 12 point range.
- The same font must be used consistently throughout the manuscript; however, fonts used for charts, drawings, graphs, tables, and captions may differ from that used for the text, but should be consistent for these items. The print should be letter quality with dark black characters that are consistently clear and dense.

Headings

- The placement of the titles of each preliminary page must be CONSISTENT with the placement of chapter titles in the main text.
- All must be centered OR all must be at the left margin, and all must begin two lines after the page number, except for the dedication page if you choose to have one.

If you are using appendices, we recommend that you choose CENTERED headings for your entire document since the Appendix title pages have very little text on the page. Please see Sample Pages: Individual Appendix Title Page.

Headers

Are not to be used.

Paper for Your Final Document

- Your document must be printed on one side only; duplexing is not allowed.
- It needs to be on (or folded to) 8 ½ x 11 inch white bond paper of at least 25% fiber content.
- Bond paper can be identified by a visible watermark. Since the paper normally used in copy
 machines does not meet this requirement, you must specifically request this quality paper when
 having the document reproduced. The same brand of bond paper must be used to copy the entire
 document, including the Authorization to Submit page.

MOST IMPORTANTLY:

Once you have organized your document and applied the formatting outlined in this handbook, you are ready to submit your thesis or dissertation for format review.

- The first step is to **proofread** your document. The best way is to print it out, grab a red pen and post-its, and look at each page for about 5-10 seconds, noting any errors, omissions, and such. Keep an eye out for <u>widows and orphans</u>, misaligned text, missing page numbers, inconsistent heading styles, and other errors that are really hard to catch when reading your work on the computer. **You won't believe the things you catch**.
 - The second step is to submit your document for format review using <u>ETD.</u>

SUBMITTING YOUR DOCUMENT

Fall 2013

- Students may submit their theses and dissertations in one of two ways in Fall 2013:
 - The traditional way 2 copies printed on bond paper, submitted to Morrill 207; OR
 - The new ETD (Electronic Theses and Dissertations) way, with 1 copy on bond paper, delivered to the College of Graduate Studies, Morrill 207, AND the same version submitted electronically using the ProQuest module ETD.

Electronic Theses and Dissertations

- Please know that using ETD is not difficult to use and gives you the flexibility to revise and resubmit
 your edited documents. It is not as hard as it first looks, and there are many help features within
 the software module itself.
- When you upload your document in ETD, do NOT insert the signed authorization to submit page.
 Include the unsigned version of the page. One signed page is still required for the bond copy version of the document.
- Name and number the versions of your thesis or dissertation carefully so that you upload the MOST CURRENT version into ETD.
- Some of the benefits of using ETD include:
 - The ability to submit your work electronically for format review, and when all necessary revisions are complete, submit the final version, and
 - o it is less expensive to order only 1 copy on bond paper, and
 - o citations to your work will appear in the ProQuest Dissertations & Theses Database, and
 - a full text digital copy will be placed in the library's Institutional Repository, and
 - ETD has a user-friendly interface and has answers to all your questions and guides you through the submission process, and
 - o you may access your ETD account REPEATEDLY.

Spring 2014

All theses and dissertations will need to be submitted through ETD, accompanied by 1 bond copy.

Registration

- You must have successfully completed the final oral and/or written defense prior to submitting the **final** thesis or dissertation.
- The document is due in the College of Graduate Studies within six (6) months after the defense. Reminder: you must be registered for your department's course number 500 or 600 the term in which you defend and submit your document, even if they are separate terms. All degree requirements must be completed by the stated deadline for you to be granted a degree.
- You will be recommended for the degree sought when the document completely satisfies the
 requirements stated in this handbook, you have completed the approved study plan, you have met
 all departmental requirements, and you have applied and been approved for the degree.

Checklist for Final Submission of Document

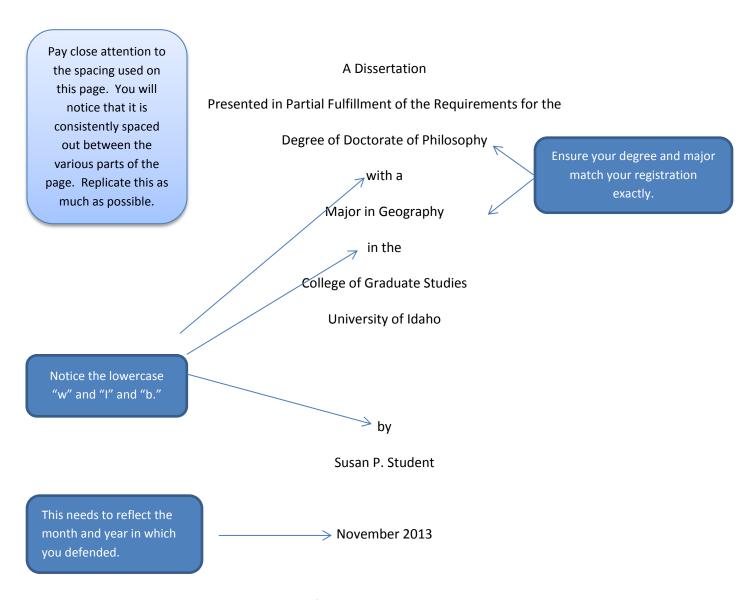
	Are you really finished? To make sure, check that:
	all required formatting and organization issues arising from the format review have been fixed
	all revisions directed by your committee have been done
	your completed Application for Degree and Final Defense Report Forms are on file in Morrill 104
	a copy of any and all required protocol approvals are included
	you and your major professor have completed and signed the Univ. of Idaho Repository Agreement
	Doctoral Candidates Only: your UMI forms (for submitting both copies on paper)
	Doctoral Candidates Only: submit the electronic <u>Survey of Earned Doctorates</u> (you don't need to
	provide us with a copy of your certificate of completion since one is automatically emailed to us
	upon your submission)
D	one? If so, now you are ready to submit your final submission package to Morrill 207 by the <u>deadline</u>
P.O.	nd Only Submissions:
	·
	Do not get the final version printed until you have you have been notified that your document does not require any further revisions.
	Two unbound final copies of your document on white paper of at least 25% fiber content; the same
	paper must been used throughout the entire document, including the "Authorization to Submit
	Thesis/Dissertation" page
	Make sure that each of your Authorization to Submit pages have been signed by everyone except
ш	for Dr. Chen, the Dean of the College of Graduate Studies
	If you do NOT have your document copied at the Copy Center, please include a few extra blank
	sheets just in case we need to make some minor changes
	Doctoral Candidates Only:
	☐ must include one extra title page and one extra abstract
	☐ Include the <u>UMI form</u> (user id and password are provided on the COGS website)
	include the own form (user in and password are provided on the cods website)
ETI	D Submissions with One Bond Copy:
	Do not get the final version printed until you have been notified that your document does not
	require any further revisions.
	One unbound final copy of your document on white paper of at least 25% fiber content; the same
	paper must been used throughout the entire document, including the "Authorization to Submit
	Thesis/Dissertation" page (if you do NOT have your document copied at the Copy Center, please
	include a few extra blank sheets just in case we need to make some minor changes)
	If you submit more than one Authorization to Submit page, ensure all have been signed by
	everyone except for Dr. Chen, the Dean of the College of Graduate Studies
	No extra title pages or abstracts are required for either theses or dissertations
	The completed and signed <u>University of Idaho Repository Agreement</u>

Congratulations!!

There should be no page number printed on the title page.

THIS IS THE TITLE OF MY DISSERTATION:

I AM IN ALL UPPERCASE AND CENTERED SO IT STANDS OUT FROM THE REST OF THE DOCUMENT



Major Professor: Egill Skallagrimsson, Ph.D.

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Ensure the thesis/dissertation titles on your title page and authorization to submit page are identical, word for word.

Authorization to Submit Thesis

This thesis of Olive Green, submitted for the degree of Master of Arts with a Major in English

and titled "Exploring the Literature of the Court of Urbino," has been reviewed in final form.

Permission, as indicated by the signatures and dates below, is now granted to submit final



This is the first page number to appear in the document

copies to the College of Graduate Studies for approval. Major Professor: Date: Dr. Whitey Ford Committee Members: Date: Dr. Eli Gold Date: Dr. Paul Black Department Administrator: Date: Dr. Meredith Grey Discipline's College Dean: Date: Dr. Colin Salmon Final Approval and Acceptance by the College of Graduate Studies: Date:

Dr. Jie Chen

SAMPLE PAGES: Abstract

Use page number iii.

С

Abstract

There are no special instructions for formatting this page, other than to use the same style of heading as you use throughout the document. Thesis students should limit their word count to 150, and dissertation students may submit as many as 350.

SAMPLE PAGES: Acknowledgements

Acknowledgements

Use the page number (iv or v) that immediately follows your abstract. D

There are no special instructions for formatting this page, other than to use the same style of heading as you use throughout the document. Acknowledgements thank 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.

SAMPLE PAGES: Dedication

If you use a dedication page, insert the page number that would immediately follow the acknowledgements page.

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. Thanks also to Christine and Kim for your valuable friendship."

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 your headings throughout the document.

The dedication page is centered both vertically and horizontally. If you don't know how to center text vertically, click on the help logo in Word and type "center page vertically" in the search box.

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Number the tables with the chapter number and the individual table number.

Use the same format for lists of all illustrative material, such as figures, charts, and maps, and also for abbreviations, symbols, and other material that you want to put at the beginning of your document. Each different type of material requires its own separate list.

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Appendix A

Copyright Letter from the *Journal of Arts and Sciences*

Use the page number that would immediately follow your references or the main body of your document.

Because the Appendix title pages contain very little text other than the title, 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.