UNIVERSITY OF IDAHO

GRADUATE HANDBOOK

Writing Theses and Dissertations

Graduate Guide

2012-2013

Greetings

This Handbook for Writing Theses and Dissertations has been prepared to assist you in the production of your work. It provides you with the guidelines required for format and appearance. These guidelines have been established to ensure that theses/dissertations (hereafter referred to as "document[s]") presented to the University of Idaho reflect the standards of excellence instituted by the Graduate Faculty.

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 Graduate Handbook, please call us or visit us before progressing further in your work.

The goal of the student, the graduate college, and the student's committee members is to ensure that a document has been produced that will reflect credit on the student, the student's committee, the department, the College of Graduate Studies, and the University of Idaho.

We urge you to plan your work carefully in order to avoid any last-minute problems or deadline issues. It is your responsibility to meet all deadlines whether you are and/or your committee members are on the Moscow campus or at a distance. **It is important to submit your document to the College of Graduate Studies for a format review prior to obtaining any signatures. Format reviews will not be done the week before the deadline, so be sure to plan ahead. Our goal is to have all reviews returned within 48 hours of submission.**

The staff of the College of Graduate Studies is here to help you.
We look forward to working with you.

For questions, contact:
uigrad@uidaho.edu
College of Graduate Studies
Morrill Hall – Room 104
Phone: 208-885-6243
Fax: 208-885-6198

Student Responsibilities

It is your responsibility to read and follow the requirements presented here and to submit a document of the highest quality. Besides being careful to eliminate misspellings and typographical errors, you are responsible for the correct arrangement of materials; correct grammar and punctuation; proper reference citation form, as determined by your department; accuracy of quotations, tables, and other illustrative materials; and neatness. The spelling in any standard college dictionary of American English is acceptable and must be followed consistently.

It is also your responsibility to meet the deadlines for submission for the term in which you wish to graduate, as listed in the University's academic calendar.

The following requirements cover the general rules for format and appearance. Please consult your department for specific content requirements.

Do not use theses or dissertations from the library, departments, or other students as models for correct format. 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 to provide greater efficiency for both the authors and the readers.

The statements in this edition of the University of Idaho Graduate Handbook for Theses and Dissertations (hereafter referred to as the "handbook") will take precedence over statements in previous handbooks. If you have any questions about material in this handbook, please ask the staff of the College of Graduate Studies (Morrill Hall 104, 885-6243 or email uigrad@uidaho.edu).

Consistency Is The Most Important Concern!

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Chapter 1: Preparations for Completion

Registration Requirements

If you are doing any phase of research for your document, you must be registered in the appropriate number of credits in your department's course number 500 (thesis) or 600 (dissertation), even though you may have completed the number of credits stated on your study plan.

You must be registered for your department's course number 500 or 600 the term in which you defend and submit your document. You must be registered for such credit by the first day of the term in which you plan to defend and/or submit a document.

Deadlines

Deadlines are absolute. If the document is not in by the deadline for a term, or is submitted but not in acceptable form, it **cannot** be accepted for that term but will instead be held for approval in the following term. You may be required to register for the following academic term.

If you do not complete all requirements by the end of the term, but do so before the official opening date of the new term, you are awarded the degree at the end of the following term without further registration. Be sure to check for specific deadlines.

Please try to have all work in well before the deadline in order to be ready for the unexpected. 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.

Registration:
You must be registered for 500/600 while you are working on any aspect of your thesis /dissertation, or consuming faculty time

Application for Advanced Degree

The Application for Degree is due prior to the end of the term preceding graduation. If you file the form but realize you will not graduate, please let us know immediately so that we may move the application forward to the next term. Delay in this process may cause your name not to be listed in the commencement program. It could also cause a delay in the granting of the degree.

Graduation:
To avoid a late fee, apply for degree the term BEFORE you plan to finish.

If you want to participate in a commencement ceremony but will not complete your degree requirements by this date, you may request to "Walk-Through" commencement. To make a request, you must complete, print, sign and submit an Application for Degree (found in VandalWeb) and a Commencement Walk-Through Request to the COGS office prior to April 1

(www.uidaho.edu/registrar and click on Forms). The Registrar's Office website provides all information regarding graduation and commencement.

Committee Review of Drafts

You are urged to arrange a meeting with each committee member for review of individual drafts prior to submitting a 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

Complete the "REQUEST TO PROCEED WITH FINAL DEFENSE OF THESIS/DISSERTATION" form on page 16. When you submit the signed form to the College of Graduate Studies, you will be issued a "REPORT OF FINAL DEFENSE" form to be used for grading purposes at your defense. **Doctoral Students: You must bring the completed form to the College of Graduate Studies at least 10 working days in advance of your defense** in order to advertise it legally as an official "open meeting."

The "REPORT OF FINAL DEFENSE" form is to be returned to the College of Graduate Studies after the defense (regardless of the results) by the major professor.

Submission of Final Copies

You must have successfully completed the final oral and/or written defense prior to submitting the final copies of the document to the College of Graduate Studies.

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 for a specific term. Please check the Academic Calendar or contact the College of Graduate Studies office.

The College of Graduate Studies staff will review a draft of the document for compliance to the requirements. The document will be considered for final approval after all necessary corrections have been made.

After review and acceptance by the College of Graduate Studies, the document will be forwarded to the university library. The library will bind the copies, placing one copy in circulation and one copy in the archives. You should retain your original copy.

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.

Paper

All document copies deposited at the College of Graduate Studies must 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 (see details under on page 18).

Bond paper that is 11 x 17 inch is available but advanced planning is required to be sure the paper is in stock and folded to the 8 ½" x 11" size. Contact the staff in the College of Graduate Studies for folding instructions.

Duplexing

Although a document may be printed on both sides of the paper ("duplexing"), this option is not recommended. If you choose to duplex, please contact the College of Graduate Studies staff before you begin with final formatting.

Number of Copies Required

Master's candidates: Two copies of the thesis (loose leaf/unbound) and one extra title page.
Doctoral candidates: Two copies of the dissertation (loose leaf/unbound) and two extra copies of title page and one extra copy of the abstract.

Additional Copies and Binding

All other copies of the thesis/dissertation, including any required by the department and/or major professor, are produced and bound through arrangements made personally by you and are not included in any binding fees that have been paid.

Additional Forms for Doctoral Students

All Doctoral students must print and complete the UMI form. *The user id and password are provided under the link on the website.* Only Ph.D. (not Ed.D or DAT) students must complete the Survey of Earned Doctorates. Both forms can be found at www.uidaho.edu/cogs/forms. Required forms must be submitted with the final copies of your document.

IMPORTANT!
READ PRIOR TO BEGINNING ANY RESEARCH

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; the **Animal Care and Use Committee** for research using vertebrate animals, the **Biohazards Committee** for research using any biological agent or recombinant DNA, the **Radiation Safety Commission** for research using radioactive materials; the **Idaho Research Foundation** for research that has the possibility of patent or license outputs; the **University Research Office** for research involving agents or federal controls on the development, use and distribution of technology; or the **Office of Sponsored Programs** for activities funded through external grants and contracts. Should the research methodology or source funding change, the appropriate group must be notified.

Chapter 2: Specifications for Theses and Dissertations

Language

The document must be written in English.

Format

The document consists of four main parts: the preliminary pages, the text, the reference section, and the appendices. You, in consultation with your major professor and committee determine the internal arrangement within the text and reference sections.

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.

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 either 1.25" or 1.5" on the left. Larger documents should use the larger 1.5" left margin. 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 PREFERRED. Because the right margin must be close to one inch, hyphenation of words is acceptable to avoid large spaces at the ends of lines.

If you do align the right margin, it is important to use a computer program that will do **proportional** alignment. Proportional alignment adjusts the spaces occupied by individual letters so there are not large spaces between words. If there are large spaces, the copies of the document will be returned to you and you will need to reformat.

Spacing

The text of the document must be double-spaced or space-and-a-half. Tables, block quotations, and bibliographic entries may be single-spaced with a double space between entries, unless a different format is being used. Be consistent throughout the document.

The spacing of the preliminary pages must be consistent with the spacing of the document. If you have double spaced the document, the preliminary pages must also be double-spaced. If you use space-and-a-half, the preliminary pages must reflect the same spacing.

Pagination

All page numbers in all sections of the document are located in the upper right corner. They are placed at the right margin and 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.) are not acceptable. These pagination rules are required to aid the binder should any pages get out of the correct order.

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. Text pages are numbered with Arabic numbers beginning with 1.

If a page within the text 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 of the page as it will appear when it is bound.

If a page number has been skipped, a sheet properly paginated should be inserted. This method should not be used in excess.

Fonts

Any legible font (except script, italic, or ornamental fonts, which may be used for special purposes only) is acceptable. The chosen font must be of a standard size that is easy to read and must be used consistently throughout the manuscript. 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.

Symbols

All symbols are expected to be computer generated.

Readability

Spacing, headings, graph and table styles should be selected for their readability. A heading or title that can be confused with the text is not acceptable. Graph lettering must be legible. The final copy must be neat and correct in grammar, punctuation, and format. The print must be of the same intensity throughout the entire document. Consistency in all areas mentioned is required throughout the document.

Corrections

The following corrections to the copies submitted to the College of Graduate Studies cannot be accepted: pen or pencil corrections, use of any cover-up or whitening substance, or interlinear insertions.

Printers

All documents must be printed in letter quality. If you have any doubt at all whether the printer you wish to use will be accepted, please check with the staff of the College of Graduate Studies before you begin your document.

Chapter 3: Organization of Content

Title Page

The title page (the cover page of the document) is page i, but the number is **not** placed on the page. For the title page and for the "Authorization to Submit" page, the correct name is the College of Graduate Studies, not the Graduate School. Pages using the incorrect name will not be signed and will be returned. **Please be sure your degree and major are listed correctly according to your university records.** Pages that do not list the correct degree and major name will also be returned. All doctoral degrees from disciplines in CNR are with a major in Natural Resources (not Fishery Resources) and all doctoral degrees from disciplines in the College of Education are with a major in Education (not Educational Leadership).

Authorization to Submit Thesis or Dissertation

See page 18 for the correct format. You must enter your individual information into the format. **Be sure the document title and your degree and major are listed correctly on this page and that they match the cover page.** Insert only enough signature lines for the number of those who will be signing. There should be no blank lines. The name of the person who is signing on the line is to be printed under the line. If you include titles, be sure to do so for each person signing.

The signature page for a thesis or dissertation requires the signature of your major professor, your committee, your academic unit administrator, and your discipline's dean prior to submitting the final copies on the bond paper to COGS. All signatures are required on the final copies we receive but **we do not require original signatures**. This enables you to obtain the signatures using regular paper and then have the pages copied onto the same paper as the rest of your document.

If you wish to have a copy of the signature page after it has been signed by COGS, you must include **one** extra page with the final copies and indicate if you will pick up the page or wish to have it mailed to you. The Dean of the College of Graduate Studies will only sign one extra page, so additional copies are the student's responsibility. There is a separate form you can complete upon submission that indicates your wishes for the extra page.

It is very important to contact those who need to sign in advance to be sure each will be available when a signature is needed. There are times when administrators may be called out of town or for some other reason may not be available. A delay in getting signatures **DOES NOT** waive the deadline for submission.

Abstract

The abstract is a short summary of the document. It should be written in narrative style rather than outline form. Dissertation abstracts should be no longer than 350 words. While there is no defined limit to a thesis abstract, brevity is important. This page is numbered iii and must

be spaced exactly as the rest of the document. While each item may have its own abstract or introduction, an "umbrella" abstract is required that encompasses the entire document.

Vita

This is a brief summary of your academic background. It is not an autobiography. Inclusion of a vita is optional.

Acknowledgments

Acknowledgments recognize the individuals to whom you are indebted for guidance and assistance, those to whom you are grateful for any special or non-routine aid, and any grant support you may have received for your work. Acknowledgments should be expressed simply, tactfully, and professionally. This page is also spaced according to the rest of the document. Inclusion of acknowledgements is customary but not required. If included, this page should follow the Abstract.

Dedication

The dedication precedes the Table of Contents. A dedication should be vertically and horizontally centered in the middle of the page.

Table of Contents

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 bibliography. The title of each entry must correspond exactly to that of the text. If it is necessary to list some second-order subheadings in the Table of Contents, list all second order subheadings. **All page numbers are vertically aligned at the 1" right margin.** Major headings are separated with double spaces. Secondary headings may be single spaced under the major heading. (Please see the Handbook's Table of Contents for an example.)

Lists of Tables, Graphs, Illustrations, and/or Other Illustrative Material

Each list must appear on a separate page. State the item number, caption or title, and page number. **All page numbers are vertically aligned at the 1" right margin.** Include all 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. Tables must be numbered consecutively throughout the document. The title should match that of the text; however, if a title or caption is lengthy, a shortened form may be substituted. The shortened form may be truncated, but the order of the words must be retained.

Theses or Dissertations in Journal Article Format

A thesis or dissertation may include items submitted or about to be submitted for publication. 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. **IMPORTANT:** 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.

If you are using individual papers that have been prepared for submission for publication, each may be listed as a separate chapter. In this case, the bibliographic citations and reference materials will appear after each chapter. If the articles are related and each article represents a chapter of the entire document, the bibliographic citations and reference materials are to appear at the end of the document.

As previously stated, while each item may have its own abstract or introduction, an "umbrella" abstract is required that encompasses the entire document.

Consistency is very important. All general organization and format rules mentioned previously apply to documents using this 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.

Footnotes, Endnotes, and Bibliography or References

Every document has a **bibliography or references** section. This is placed either at the end of each section of the document or at the end of the text preceding the appendices.

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 footnotes and bibliography 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. Entries, regardless of their location, may be single-spaced within the citation and double- spaced between each entry. If Endnotes are used, the placement of the page heading must be consistent with the placement of all other chapter headings and must be listed in the Table of Contents.

Protocol Approval

If you do research or development activities that involve human or animal subjects, biological agents or recombinant DNA, radioactive materials, the possibility of patent or license outputs, select agents or federal controls on the development, use or distribution of technology or funding through external grants and contracts, you must have your work reviewed and **approved by the appropriate committee before you begin your research.** A copy of the letter from the appropriate committee approving the protocol must be included as an appendix in your document.

For more information, call the chairperson of these committees, which correspond to your intended research:

1. Animal Care and Use Committee
2. Biohazards Committee
3. Human Assurance Committee
4. Idaho Research Foundation
5. Office of Sponsored Programs
6. Radiation Safety Committee
7. University Research Office

Appendices

Appendices are normally placed after the bibliography or references. Auxiliary material gathered into appendices continues sequential pagination from the main body of the document. The appendices must conform to paper, pagination, and margin guidelines, but may be typed single- or double-spaced. Appendix material must be titled. 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.

Chapter 4: Illustrative Materials - Tables & Graphs

Numbering, Labeling and Oversized Items

Illustrative materials, tables, and graphs are each numbered consecutively using one of three options: (1) consecutive numbering throughout the entire document, (2) consecutive numbering within each article (1.1, 1.2, 2.1, 2.2, 3.1, 3.2), or (3) individual numbering within each article (1, 2, 3, 1, 2, 3). **Consistent** numbering is required in the options. All items are labeled with a caption and are listed in the List of Tables, List of Graphs, List of Figures, or List of Maps. They must also conform to the regular margin, paper, and pagination requirements explained elsewhere in this handbook.

Tables, graphs, figures, or maps may be placed on separate pages or within the text, depending on size and the student's preference. Materials placed on a separate page should cover at least half of the page or be centered on the page. 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. It may be necessary to resize the item or use reduced copies in order to maintain proper margins. Please remember that page numbers are to be regular size, not reduced, and in the same location and direction on the page as the text page numbers. This also applies to pages done in a landscape format. Labels or symbols rather than colors should identify lines on a graph. Shaded areas, such as countries on a map, will have better contrast during microfilming than will color.

Images, Illustrations, and Color Copies

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 illustrations are placed together as a special section of the text, they must continue the sequential pagination from the text.
- You must conform to margin requirements and you must avoid causing the document to be bulky or unwieldy.
- 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.

Captions

If there is room on the page for the caption, the caption is to be placed on the page. The caption style adopted must be used consistently throughout the document. **The caption should be single-spaced.** The placement of captions (above or below the table, figure, etc.) must be consistent throughout the document. A smaller font may be used.

Captions on Preceding Pages

Occasionally, full-page illustrations, graphs, charts, etc., are placed in a document and it becomes necessary to place the caption on a different page. The caption is placed on the page preceding the full-page item. The page is sequentially numbered, as are all pages in the document.

Size Requirements

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 College of Graduate Studies personnel for specific instructions because folding incorrectly may result in important parts of the material being inadvertently severed during binding.

Pockets

In very rare situations, you may request that the library provide a pocket in the back binding of the document for oversized material that cannot be reduced. The addition is to be folded so it is no larger than 7 1/2 x 10 1/2 inches. The material must be listed in the Table of Contents after the Bibliography or final textual listing. The use of a pocket is not recommended: materials placed in a pocket are frequently lost from the bound copy, and hence serve little purpose for subsequent readers.

Exhibits

A document may include an exhibit such as a film, tape, videotape, CD, etc., if the exhibit is an integral part of the document. Please contact the College of Graduate Studies staff for specific instructions. Such exhibits also are frequently lost from the bound copy, and hence serve little purpose for subsequent readers.

Chapter 5: Copyright and Publication

Microfilming

Microfilm publication by University Microfilms International (UMI) is required for all doctoral dissertations and is optional for master's theses. The microfilming is in addition to any previous or planned publication of any or the entire document and provides worldwide distribution of the work. UMI is granted the non-exclusive right to reproduce and distribute the dissertation, in whole or in part, in and from an electronic format.

For UMI purposes, abstracts for doctoral dissertations are limited to 350 words; abstracts for master's theses are limited to l50 words.

UMI forms are available from the College of Graduate Studies (and online at www.grad.uidaho.edu) and are to be presented in completed form with your document at the time you submit it to the College of Graduate Studies.

Copyrighting and Use of Copyrighted Materials

Please see the Faculty-Staff Handbook, Section 5300, which is available online.

If you are using copyrighted material in your 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 in your document, it is important to be sure that you did not sign something with the publisher that could preclude you from including the item in your document.

If you have further questions, please inquire with your Major Professor.

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. 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. 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.

Checklist for Final Submission of Document

Listed below is a checklist to be sure your document is ready for submission. Please be sure that:

- the signature page has all the signatures that are needed, except for the Dean of the College of Graduate Studies
- all major **headings** are in the same location on every page.
- all **margin** requirements are correct and consistent.
- there is continuous **pagination** with a number on every page, except for the title page. The title page counts as page i.
- the **title** is the same on both the title page and the Authorization to Submit page (double check).
- the preliminary pages are listed in the **Table of Contents** as well as all major chapter headings, bibliography, and appendices.
- the **page numbers are aligned to the 1" right margin** in the Table of Contents, the List of Tables, and the List of Figures pages and that **no words are in the number column** on each page.
- the document is **duplicated on white paper of at least 25% fiber content** and that the same paper has been used for the entire document (including the "Authorization to Submit Thesis/Dissertation" form). Please remember photocopied signatures are acceptable.
- the document is **clean** and free of spots or marks
- the document includes a copy of the **protocol approval** for the research, if applicable
- two unbound final copies are submitted to the College of Graduate Studies.
  Master's Candidates include one extra title page.
  Doctoral Candidates include two title pages, and one extra abstract.
  All Doctoral students must print and complete the UMI form. *The user id and password are provided under the link on the website.* Only Ph.D. (not Ed.D or DAT) students must complete the Survey of Earned Doctorates. Both forms can be found at www.uidaho.edu/cogs/forms. Required forms must be submitted with the final copies of your document.

In order for a document to be submitted, you must meet the registration requirements as stated on page 1 of this document.

Please be sure that you have an Application for Degree filed in the College of Graduate Studies for the term in which you wish to graduate.

There is a December commencement ceremony on the Moscow campus as well as commencement ceremonies in May in Moscow, Boise, Coeur d'Alene and Idaho Falls. It is important that you update your mailing address information on the UI computer system for general university correspondence. Your diploma will be sent to the address you provided on your Application for Degree approximately 6-8 weeks after the end of the term. If your diploma mailing address should change, please notify the Registrar's Office.

REQUEST TO PROCEED WITH FINAL DEFENSE OF THESIS/DISSERTATION

Complete and submit this form to the College of Graduate Studies. You will then be given the "FINAL DEFENSE REPORT" form that the committee will use to indicate the results of the defense.

Doctoral candidates must submit this form to the College of Graduate Studies at least 10 working days prior to the defense. There is no time restriction for master's candidates.

NAME OF STUDENT_____ID_____

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The thesis/dissertation of the above named student has been reviewed by each committee member as indicated by the **signatures** shown below and permission is hereby given to schedule the final defense. All committee members **must** be present at the time of the defense.

MAJOR PROFESSOR _____
printed name signature

COMMITTEE MEMBERS _____
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_____
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TITLE OF THESIS/DISSERTATION (*Please print clearly*) _____

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LOCATION OF DEFENSE _____

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EDWARD LEE GREENE AND VERATRUM VIRIDE:

A BOTANICAL ENIGMA

A Dissertation

Presented in Partial Fulfillment of the Requirements for the

Degree of Doctor of Philosophy

with a

Major in Botany

in the

College of Graduate Studies

University of Idaho

by

Johannes Verdi

June 2006

Major Professor: John S. Doe, Ph.D.

AUTHORIZATION TO SUBMIT THESIS OR DISSERTATION

(state whether thesis or dissertation)

This (thesis or dissertation) of (your name), submitted for the degree of (state degree) with a major in (state major) and titled "(title of thesis or dissertation **must match** the title as it appears on title page-either all caps or lower and upper case)," has been reviewed in final form. Permission, as indicated by the signatures and dates given below, is now granted to submit final copies to the College of Graduate Studies for approval.

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John S. Doe

Committee Members _____Date_____
John S. Doe II

_____Date_____
John S. Doe III

_____Date_____
John S. Doe IV

Department Administrator _____Date_____
Jane Doe

Discipline's College Dean _____Date_____
Jane Doe II

Final Approval and Acceptance by the College of Graduate Studies

_____Date_____
Jie Chen