

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

2020



University of Idaho
College of Graduate Studies

Important to Remember:

- All documents must be submitted via the ETD (Electronic Theses and Dissertations) module two weeks before your defense. Please make sure you have met all the requirements for the first format review before you submit.
- Defenses must be held **before** the last 3 weeks of the semester in which the student plans to graduate.

[ETD QUICKLINK](#)

TABLE OF CONTENTS

PART 1: SAMPLE PAGES

Title Page	3
Authorization to Submit Page	4
Abstract Page	5
Acknowledgements Page	6
Dedication Page	7
Table of Contents Page	8
List(s) of Graphic or Explanatory Materials	9
Landscape-Oriented Pages	10
Sample Wording for Chapters Submitted for Publication	11

PART 2: INTRODUCTION

Contact Information, COGS Standards, Handbooks, Deadlines	12
Defenses, Tips	13
Save Money	14

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

Responsibilities of the Student, Major Professors, Thesis and Dissertation Advisor; Communication	15
Sensitive Materials, Protocol Approvals	16
Helpful Campus Resources, Software	17

PART 3: FORMATTING: Consistency is THE Most Important Concern

Margins, Page Numbers, Fonts, Text Size, Line Spacing	18
Title Styles, Subsection Titles, Paper Size, Corrections, Headers	19

PART 4: ORGANIZATION OF DOCUMENT COMPONENTS: Order of pages and sections.....

A. Preliminary Pages: Title Page, Authorization to Submit	21
Abstract, Vita, Acknowledgements, Dedication, Table of Contents	22
Using Dot Leaders, List(s) of Graphic or Explanatory Materials, Prefaces	23
B. Chapters: Introductions, Chapters/Sections, Using Articles, Subsections	24
Preparing Graphic or Explanatory Materials, Working With Tables and Figures	25
C. References: Citation Placement, Style Guides	26
D. Appendices	27

PART 5: FIRST FORMAT REVIEW

FAQs, Proofreading for Content and Visuals	28
Formatting Checklist, Widows and Orphans	30

PART 6: ETD AND PUBLISHING

How to Start, Publishing Options, Traditional vs. Open Access, Search Engine Access	31
Embargo/Delaying Digital Release	31
Copyright, Ordering Bound Copies of Your Document, Publishing Questions	32

PART 7: FINISHING UP

Completing Your Degree, After Your Defense	33
Getting It Printed	34
Supplementary and Oversize Materials	34

PART 1: SAMPLE PAGES

Sample Title Page

There is NO page number placed on the Title page.

Center the Title page both vertically and horizontally

In the Title of Your Dissertation, all Words Including Articles and Prepositions with More than Four Letters Need to be Capitalized

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

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

Ensure your degree and major match your registration in VandalWeb.

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

Keep the full name and degree of the faculty member all on the same line.

Major Professor: John Lennon, Ph.D.
Committee Members: Paul McCartney, Ph.D.; George Harrison, Ph.D.;
Ringo Starr, Ph.D.
Department Administrator: Brian Epstein, Ph.D.

The Administrator is often another term for the Chair.

The month and year of your **graduation semester**. These are only one of 3 dates: either May, August, or December.

May 2020 or
August 2020 or
December 2020

**Sample
Authorization to
Submit Page**

(This is page ii.)

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: _____
John Lennon, Ph.D.

Committee Members: _____ Date: _____
Paul McCartney, Ph.D.

_____ Date: _____
George Harrison, Ph.D.

_____ Date: _____
Ringo Starr, Ph.D.

Department Administrator: _____ Date: _____
Brian Johnson, Ph.D.

Department Administrator is often another term for the Chair.

All signatures must be original, and in ink.

Sample Abstract Page**Abstract**

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. Abstracts have no word limit.

Sample Acknowledgements Page**Acknowledgements**

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.

(Instead of mentioning family members and friends here, consider using a dedication page.)

Sample Dedication Page

The dedication page is centered both vertically and horizontally.

Dedication

This is where you want to thank the people who have been important to you personally rather than professionally.

Sample Table of Contents Page

Table of Contents

Note how the page number entries align with the page number in the top corner

Authorization to Submit ii

Abstract iii

Acknowledgements iv

Dedication v

Table of Contents vi

List of Figures vii

List of Tables viii

CHAPTER 1: ALL UPPERCASE IS ONE WAY TO LAY OUT THE TITLE OF YOUR FIRST CHAPTER 1

 My First Subsection 1

 Breakdown of First Subsection 3

 And another breakdown 7

 My Second Subsection 13

Chapter 2: Lower case bold is another way to style chapter titles 30

 Name of subsection 30

 Name of subsection 44

 Name of subsection 59

CHAPTER 3: Title Case is Another Way to Present Your Third Chapter 66

 3.1 Overview 66

 3.2 Case Study A 68

References 100

Appendix A: Protocol Approval from Biohazards Committee 110

Appendix B: Survey Instrument 112

Appendix C: Copyright from Journal of Bioscience 114

Use 1.5 - 2.0 spacing

Include an entry for at least ONE subsection of each chapter.

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



Sample Page for Lists of Graphic or Explanatory Materials

List of Tables (OR Abbreviations OR Figures OR Nomenclature, etc.)

Table 1.1: Lorem ipsum dolor sit amet 6

Table 2.1: Consectetur adipiscing elit 17

Table 2.2: Duis ut mollis mi e quisque egestas ac ante ac varius 20

Each different **type** of graphic or explanatory material requires its own separate list, which must begin on a new page.

Use 1.5 - 2.0 spacing



(notice how the top of the table is closest to the left margin where the document will be bound. This margin needs to be the same as left margin throughout the rest of the document.)

Table 2.7: 2017 Theses and Dissertations

Last Name	First Name	1st Rev?	Def. Date	T?	D?	SED	GTG?	Bond Rec'd	Bond Email
Apple	Anna	7.28		T	x	x	y	8.19	8.19
Banana	Bobby	4.16	7.26	x	D	x	y	8.22	8.22
Kiwi	Karla	5.05	5.12	T	x	x	y	8.16	8.16
Lemon	Lisa	10.22	7.27	x	D	x	y	8.25	8.25
Lime	Leonard		7.07	T	x	x	y	8.18	8.18
Orange	Michelle	2.11	7.19	x	D	x	y	8.22	8.22
Pear	James	3.22	7.18	x	D	x	y	8.22	8.22
Watermelon	Suzanne	5.09	5.11	T	x	x	y	8.18	8.18

The page number should be in the PORTRAIT position like the rest of the page numbers.

**Sample Wording for Chapters
Submitted for Publication**

A. Sample for an article/chapter has already been published

CHAPTER 3: CONFLICTING NATIONALISMS: THE VOICE OF THE SUBALTERN IN MAHASWETA DEVI'S *BASHAI TUDU*.

"Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi's *Bashai Tudu*." *Tulsa Studies in Women's Literature*, vol. 15, no. 1, 1996, pp. 41-50.

B. Sample for your article/chapter that has been accepted for publication but citation details have not yet been forwarded to you

CHAPTER 3: CONFLICTING NATIONALISMS: THE VOICE OF THE SUBALTERN IN MAHASWETA DEVI'S *BASHAI TUDU*.

Forthcoming in *Tulsa Studies in Women's Literature*

C. Sample for your article/chapter that has been accepted for publication and citation details have been provided to you

CHAPTER 3: CONFLICTING NATIONALISMS: THE VOICE OF THE SUBALTERN IN MAHASWETA DEVI'S *BASHAI TUDU*.

Forthcoming in Tulsa Studies in Women's Literature 15.1, 2017, pp. 204-17

Remember: Only chapters ALREADY SUBMITTED to a journal are allowable for inclusion

*(The above citation styles are examples only;
use the reference style guide you have used for the rest of your document.)*

- Plan your work carefully in order to avoid any last-minute or unforeseen problems. When you work with committee members on different campuses or at different universities, it can be problematic in terms of obtaining signatures and scheduling defenses. There is no such thing as getting your work done too early.
- **Good intentions don't always lead to meeting deadlines; good planning does.**

Defenses

As stated in the Catalog, "The final defense must be completed three weeks prior to the last day of the term in which the student plans to graduate." It is the student's responsibility to remind their major professors and committee members of this policy and to ensure that the major professor schedules their defense prior to the dates outlined on the Dates & Deadlines webpage.

You must submit your document for the first format review prior to your defense. We need sufficient time to review your document and tell you what revisions are required, especially if you want to take your Authorization to Submit page to your defense to get signatures (highly recommended). The Authorization page needs to be seen in conjunction with the rest of the document so we can check for consistency in font, margins, spacing, title style, document title, etc.

- Defending in the summer is often fraught with problems in various ways. If you cannot avoid a summer defense, ensure that you have carefully planned around COGS deadlines and arranged your needs with your Major Professor, Committee Members, and Department Administrator. They are often away from campus in the summer, and because of this, it can be difficult to get their advice and comments on your work. 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.

Tips

- Believe it or not, several students have submitted perfect or near-perfect documents on their first time out. When I asked them for their secrets, they all replied virtually the same thing: they simply read the **Handbook** and did what it said. Take their advice and you will save yourself a lot of time and bother.
- Use the Handbook's Sample Pages for everything you possibly can. The easiest way is to print out the Sample Pages and have them beside you as you compose your work. Use the pages' frameworks to apply your own information and use the tips on the pages to make the task even easier. 95% of formatting errors occur in the preliminary pages, so pay close attention to the sample pages and the explanatory text later in the Handbook.
- Take advantage of the resources found on the [Thesis and Resources Webpage](#). It will make your life easier.
- Add the appropriate deadline dates found on the [Dates and Deadlines page](#) on all of your calendars.
- Professors are very busy people with a lot on their minds. If you put EVERYTHING in an email, it will help them fill out their calendars and also be there for quick referral when necessary. They will appreciate it, and it will help keep you on schedule.

Save Money

- On-campus students can apply for the [GPSA](#) (Graduate and Professional Students Association) Thesis-Dissertation Print Award. It provides up to \$50 for printing and binding your documents. (Remember that the copy you submit to COGS should NOT be bound, but you may want to purchase a bound copy for yourself, your department, etc.) The UI Copy Center will hand deliver your document to COGS for free. Just let them know.
- If your department, Major Professor, or Committee Members would like a printed and bound copy of your document, it is always best to ask for a UI index number. They may give you one that you can use for their copies.
- If you choose Traditional Publishing in the publishing options of ETD, it is free. Open Access Publishing will cost you \$95. The only benefit from Open Access Publishing is that your work will be available more quickly on the Internet. Traditional publishing will require that you click a link in a database that will take you to the UI library, where your thesis or dissertation will be fully available through the library.
- You do not need to pay \$55 to ProQuest to file for copyright since your work is copyrighted automatically once you compose it. The exception could be if you are applying for a patent—your Major Professor can advise you about this.
- ProQuest, the company who owns ETD, also offers their printing and binding services. You may use this for your own personal copy if you wish, but please be aware that COGS requires one copy of your document that is loose-leaf, unbound, and on bond paper. Their printing services are fairly expensive, plus you need to pay for shipping and handling. It is not recommended to order your COGS copy through ProQuest.
- The easiest way to get your document printed is to use the U of I copy and print center on campus. They know the correct paper to print thesis and dissertations, and will even deliver your document to our office at no extra charge. <https://printonline.uidaho.edu/>

- Style: try to avoid this word whenever possible; however, use it to ask which STYLE GUIDE you should follow in terms of composing citations, references, etc. There are dozens of style guides out there. (My personal advice: decide which style you know the best and suggest that one just in case the professor doesn't have an immediate preference.) At UI, the style guides used most often are APA, MLA, Chicago (CMS), ACS, CBE, IEEE. and the Society for Historical Archaeology Guide. Pick ONE and stick to it. The exception to the rule is if you need to comply with a different style for your list of references for an upcoming publication, you may use that style in that particular chapter.
- Version: This can mean the media type or an edition. For example, your thesis will ultimately be in TWO versions—electronic (on ETD) and print (on bond paper for the library). It can also mean the sequence of your revised documents (i.e. the first version, second version, your latest version, etc.)
- Format Review: The Thesis and Dissertation Advisor will go through your document to ensure that you have adhered to the formatting and organizational elements in the Handbook. She will then email (via ETD) you and your major professor a list of the items that need to be corrected. The Advisor will not be reading your text for errors.
- Subject Review: Your major professor (and perhaps your committee) is the person who can advise you on the content of your document. Please don't confuse the statement, "I'll take a look at it," as meaning the professor will examine your work for grammar, spelling, etc. and adherence to the most recent UI Handbook. (Keep in mind that your committee likely prefers that the major professor has approved your work before they get it.)
- Copyediting: A copyeditor proofreads and corrects all technical and mechanical aspects of English grammar and spelling. This person does not fix UI formatting issues or ensure the accuracy of the subject of your work. A copyeditor usually receives an electronic version of your document, and then indicates the errors s/he finds in spelling, punctuation, makes syntax suggestions, repairs citations, references lists, and other aspects of grammar. The student can then either accept or reject these recommendations. Not all students feel they need a copyeditor, which is just fine. If you think you need one, the Writing Center will have some suggestions.

Sensitive Materials

- We urge 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 available in the university library or appear in digital format on the Internet. If you feel you need to include such material, you must receive permission from the Dean of the College of Graduate Studies before you begin your research.
- Talk to your Major Professor about using pseudonyms for privacy purposes. If classified material is being used or there is any other reason you think your material needs to be treated with sensitivity, talk to your Major Professor about ways to protect the information.

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.
- A letter from the appropriate committee approving the protocol **must be included in the appendices**.
- Visit the [Before Starting Your Research](#) webpage to ensure you are following all the necessary protocols. Should your research methodology or source funding change, notify the appropriate group.

Helpful Campus Resources

- [Writing Center](#)
- [Computing Labs](#)
- [Campus Copy Center](#) (recommended): they will print and deliver your thesis or dissertation to the Thesis and Dissertation Advisor in Morrill 104.

Software

- Make sure you know how to use the software you will be using BEFORE you put your document together. For example, in your word processing program, learn now how to put page numbers on landscape formatted pages, switch from Roman to Arabic numerals, set margins, create tables, and everything else you don't already know well.
- Do not leave it to the last minute to go looking for help. UI does **not** have a drop-in center or classes that teach Excel, Word, etc. so it is up to you to learn how to do things.
- To find Word Help, click F1 or visit the following webpages:
 - Word tutorials: <https://support.office.com/en-us/article/Use-landscape-and-portrait-orientation-077d4cb2-0e9f-4273-b100-e58799585cfd> on this page, you can search for creating a table of contents either manually or automatically
 - How to set your default font (so that your document has the same **type** of font for your text, page numbers, footnotes, etc.): https://www.youtube.com/watch?v=6zpR_dS3yF0
 - Switching from Roman to Arabic numerals: https://www.youtube.com/watch?v=D6xOMmq1W_A (remember to put your page number in the Header, not Footer)
 - Email the U-Idaho Help Desk at helpdesk@uidaho.edu or call them at 208-885-4357 if you cannot find your answers by using any of the above resources.

PART 3: FORMATTING—Consistency Is THE Most Important Concern

Margins

- ALL pages in the document must have their margins set as follows: 1" on the right, 1" on the bottom, and **1.2" – 1.3" on the left**.
- The 1" bottom margin must be maintained even if footnotes are used.
- The top margin will be set in the correct position if you use **automatic** page numbering function; this will position your page number about ¾" from the top of the page, and the first line of text or the page title will automatically begin to appear in the correct place—about 1" from the top of the page

Page Numbers

- All page numbers in ALL sections of the document must be placed in the **upper right** corner; this includes appendices and pages using landscape orientation. (see Sample page)
- The only page that should **not** have a page number is the Title page.
- **Lower case** Roman numerals are used for ALL preliminary pages.
- Arabic numbers must be used for every page in the rest of the document, beginning with 1 on the first page of Chapter One (or on the first page of an introduction, if used).

Page Numbers on Landscape-Oriented Pages: If a page uses landscape orientation, the page number must appear in the upper right corner in the portrait position. See the [Sample Page for Landscape-Oriented Pages](#).

Font Style

- Use only one **style/type** of font throughout and black text **color** only (color is fine when illustrating text within images, figures, etc.)
- This one **style/type** of font is to be used for text, page numbers, captions, appendices, references, footnotes, and everything else.

Font Text Size

- The main text **size** must be 10 – 12.
- Chapter/section titles may be up to 2 points larger than the main font size; a 9pt may be used for **captions** with figures, tables, and other graphic materials.

Line Spacing

- The **text** of the entire document (including the preliminary pages) must have its line spacing set at any point between 1.5 – 2.0. (1.5 looks the best)
- References may be single-spaced with an extra blank line between each entry or entirely spaced at 1.5. Otherwise, they are difficult to read.
- Spacing after titles and headings must be consistent throughout.

Title Styles

- Inconsistent title styles are the most common errors made in thesis and dissertation formatting. Take special care that you stick with **one** style through the entire document.
- These titles need to be consistent in the following 4 sections of main pages:
 - Preliminary page titles
 - Chapter/section headings
 - References (when there is only ONE list of references at the end of the document)
 - Appendices (if used)
- The elements of style in this context mean:
 - **Alignment:** all should be either centered or at the left margin.
 - **Case:** all are entirely in uppercase, or with just the **main words capitalized**.
 - **Emphasis:** **all should be either** bolded or not.
 - **Size:** all main titles require the same font and same font size.

Subsection Titles

- The title style of these need to be consistent **with each other both within the chapter and within the entire document**.
- The style should demonstrate that the subsections are **secondary** to the major headings. For example, if the chapter title is bold, do not bold the subtitles.

Paper Size

- Be careful **not** to use the A4 paper size. All materials in the document, including illustrative material, must conform to the required text margins and paper size of 8.5" x 11".
- If you cannot fit your material into this size, 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 images.)
 - Folding: If it is not possible to reduce the materials, an oversized page may be used. Oversized pages should be folded and put in a 7" x 10" envelope when the bond copy of the document is submitted. The envelope will be pasted at the back of the bound document; the oversize pages will not be bound into the spine.

Corrections

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

Headers/Running Head

- Are not to be used.

PART 4: ORGANIZATION OF DOCUMENT COMPONENTS

The document components consist of the following sections and pages.

- A. Preliminary Pages**, in order: each of these pages must begin on a new page
- 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 (glossary, codes, terms, abbreviations, symbols, equations) if used

95% of formatting errors occur in the preliminary pages, so pay close attention to each page's explanatory text and to the sample pages at the beginning of this Handbook.

- B. Chapters/Sections** (required)
- C. References/Works Cited** (required)
- May be placed at the end of each chapter, or all together immediately **after** the chapters and **before** any appendices.
- D. Appendices** (may be used only if the material in question is one or more of the following items)
- Copyright letters, surveys, protocol approvals, oversize and other auxiliary materials, extensive data sets, and other material that is referred to in the chapters enhances the content of the document but not necessary.

A: PRELIMINARY PAGES

The easiest way to create these pages is to look at the applicable sample page as you compose your own. (Other schools often call these text-based pages “templates,” but our sample pages are the same thing.)

Title Page ([Sample Page](#))

- Does not have a page number.
- Doctoral students prepare a “dissertation;” Master’s students prepare 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.
- In the section where the faculty are named, ensure you use the same spelling and degree notation on both the Title and the Authorization to Submit pages (eg. Jane G. Smith, Ph.D.)
- Keep the full name and degree of the faculty member all on the same line.
- At the very bottom, put the month and year in which you plan to **graduate**, not the month and year that you wrote your thesis or dissertation

Your document title will appear in 4 places by the time you finish your submission: the Title page, the Authorization to Submit page, in the ETD account title field, and on the Repository Agreement. The words, punctuation, and capitalization must be **identical** in all 4 places—word for word, letter for letter, and so forth. Check your work carefully because documents with inconsistent titles will not be accepted by the library.

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

- All signatures must be original. Photocopied, scanned, electronic, etc. are not acceptable.
- Professors who are out of the **country** may email the major professor and give permission to have him/her to sign on their behalf. Unfortunately, faculty who are in the U.S. will need to receive your form by mail or courier (or in person if you are lucky enough to know someone going there).
- **Do not gather any signatures until your format has been approved by the T & D Advisor** or you will have to get them again if your Authorization page needs format revisions.
- If you are going to get your document printed by the UI Copy Center on the Moscow campus, print out your format-approved Authorization page on the same **brand** of bond paper that the Copy Center uses. You can get some from the COGS Office, Morrill Hall 104, on the Moscow campus, or from the Academic Program Coordinator or Administrative Assistant at your off-campus site.
- Every page of your document must be on the same brand, weight, and color of bond paper. (Note: there are 61 shades of white, so beware.)
- The names of the required signatories are the major professor, committee members, and departmental administrator (the chair).
- Place each name under the signature line, followed by their ONE terminal degree (Ph.D., M.S., M.A., etc.).

- **Certificates and professional notations are NOT considered terminal degrees and are, therefore, not allowed.**
- The way you write their degrees should be the same on both the Title Page and the Authorization page; for example; Joe Smith, Ph.D. on **both** pages as opposed to Dr. Joe Smith on one page and Joe Smith, Ph.D. on the other.
- Leave in the **unsigned** version in the ETD file. **Do not** upload the signed page.
- The signatures of the Dean of your college and the Dean of Graduate Studies are **no longer required**.

Abstract ([Sample Page](#))

- The abstract is a short summary of the entire document, written in narrative style.
- 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 summary (maximum 2 pages) 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.
- Think of this page as the “Academic and professional thanks” page.

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

- The title and content it must be both vertically **and** horizontally centered in the middle of the page.
- Make sure the title is just 2 lines above the beginning of the text.
- Dedications 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 become friendly.

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

- This table lists the title of each of the document components:
 - An entry for **each** preliminary page used (except for the Title page)
 - Each chapter/section number and title
 - 1st order subsections (and 2nd order if you wish)
 - References (if only one list of sources is used)
 - Each individual appendix number and title
- Use dot leaders to line up the final digit of your page numbers up at the right margin
- Apply **1.5** spacing to ensure easier readability.

Using Dot Leaders on a PC (Macs have a slightly different process)

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: look up how to “Create a TOC Automatically” or “Create a TOC Manually” in <https://support.office.com/en-gb/home> 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, usually 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, put in the page number, and then hit enter.

List(s) of Graphic or Explanatory Materials (Sample Page)

- Create a separate list for each different **type** of graphic material (tables, figures, photographs, etc.) or explanatory material (nomenclature, glossary, abbreviations, symbols, etc.)
- Use dot leaders to line the **final** digit of each of your page number entries up with the right margin (just as you did with the Table of Contents)
- Use **1.5** spacing to ensure easier readability

Prefaces (extremely rare)

- Prefaces may be used only if the **entire** document is the product of a team collaboration. **Each student’s contribution must be clearly stated and appropriate credit must be ascribed to all authors.**

B: CHAPTERS

Introductions

- Most theses or dissertations don't have a separate section for an introduction because the chapter abstract works in much the same manner.
- However, if your major professor recommends it, treat the introduction as a chapter and title it "Introduction", with the first page being "1".
- 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.

Chapters/Sections

- You must be the **primary** author of each chapter in your document regardless of whether you intend to submit your work for publication or not.
- Your work needs to be divided into sections entitled "chapters" accompanied by a number (chapter 1, chapter 2, etc.) and a short verbal description of what the chapter will discuss OR sections (if your major professor does not want you to **title** these sections as "chapters")
- Both chapters and sections need to be numbered and have a descriptive title
- Each new chapter or section must begin on a **new** page
- Chapters you intend to publish need to be composed using the same formatting rules as the chapters you do not intend to publish.
- Submitted chapters need to also include the current publishing status directly below the chapter title.
- Examples of the most recent publishing status can include "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."
- **If you have NOT already sent in your work to a publisher, you CANNOT include any publication information such as "to be submitted" or "formatted for the Journal of Biology."**
- See the [Sample Wording for Chapters Submitted for Publication page](#) for more information.

Using Copyrighted or Published Articles

- When using these (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.
- Approval letters need to go in the appendices part of your document.
- If you are using your 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 section 5300 of the [Faculty-Staff Handbook](#).

Subsections

- The first subsection of each chapter should follow **immediately** after the chapter title or publication information, if applicable. Do not start a new page just because you have a new subsection.
- Each subsequent subsection **immediately** follows the one before it.

Preparing Graphic or Explanatory Materials

- Ensure your imagery is CLEAR and CRISP, and conforms to the margin, paper, and pagination requirements outlined elsewhere in this Handbook.
- All graphic materials need to be inserted at the same points throughout. They may all appear:
 - within the text of the chapter, or
 - at the end of the chapters, or
 - at the end of the document AFTER the References and BEFORE any appendices.
- With a few exceptions, most graphic materials and their accompanying texts of titles and captions look best when they are centered **horizontally**.
- Each item must be numbered and labeled on a list that corresponds to the type of material; for example, List of Figures, List of Photographs, etc.
 - Each **type** of graphic material needs to use consecutive numbering within each chapter (1.1, 1.2, 2.1, 2.2, 3.1, 3.2, ...).
- Lists of explanatory items (for example, symbols, nomenclature) do not need to be numbered.

Working with Tables and Figures

- If a table or figure can fit on one page, it should stay together on one page and **not** be split over two. If this requires leaving more than the usual amount of blank spaces, it is fine.
- Tables often require landscape orientation. 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. This margin must be the same as the left margin throughout the rest of the document. The page number must appear in the upper right-hand corner in the portrait position (see the [Sample Landscape page](#)).
- Captions and descriptions **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. Whatever you choose, keep it consistent throughout.
- A 9pt font may be used to save space.

C. REFERENCES

- Every document (except for Creative Writing theses) **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, etc.** depending on what is recommended by your style guide.
- References may be placed in 1 of 2 ways:
 - as a main page placed **after** all of the chapters and **before** any appendices, or
 - as a subsection at the end of each chapter.
- References of **4** lines or longer that are split over 2 pages must be done at approximately the **half-way point**; do not split 2 or 3-line references.
- Make sure your references are consistent with each other and accurate. Documents with poorly composed or improperly split references will be returned to the student for correction.

Use the style guide for your References for any chapters you intend to submit for publication.

Citation Placement

- References to works cited may be in the form of in-text citations, footnotes at the bottom of the page, endnotes at the end of each chapter, or endnotes at the end of the document.
- 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.
- **Do not use your style guide to format anything else in your thesis or dissertation—it is for use in preparing citations and references ONLY.**
- Ask your major professor what is recommended for your discipline or department.
- There are several university Websites that have pages for commonly used style guides, such as:
 - [MLA Formatting and Style Guide](#)
 - [APA Style](#)
 - [Chicago Style](#)
 - [IEEE Editorial Style Manual](#)
 - [CSE Quick Citation Guide](#)
 - [Society for Historical Archaeology Publications Style Guide](#)
 - [Society of American Archaeology](#)

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. An appendix must refer directly to material in the document.
- They must conform to font, margin, pagination, and all other guidelines set out in this Handbook.
- 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, etc., or Appendix 1, Appendix 2, etc.
- Provide a short title for each appendix and include this on the first page of the appendix and in a Table of Contents entry.
- Title pages are no longer used for appendices.

Items in an appendix **must** fall into one or more of the following categories:

- Additional details of methodology, data sets, diagrams of specialized equipment, and other such material that directly supports the content of the document.
- Copies of questionnaires or surveys used in the research.
- Copyright letters from publishers giving their permission for you to include in your thesis or dissertation work they have **already** published.
- Protocol approvals.
- CDs, DVDs, oversize papers, and other auxiliary materials. In the ETD module, audio-visual and oversize materials may be entered in the supplementary data section.

Items may **not** include:

- Copies of any of your term papers or publications that do **not** appear in the document as a chapter.
- Forthcoming publications that are **not** included as a chapter in your document.
- Power point presentations used for your defense.
- An extended curriculum vita.

PART 5: FIRST FORMAT REVIEW FAQs

How do I submit my thesis or dissertation?

- Create an ETD account and SUBMIT your document as one PDF file (see section below entitled ETD and Publishing). Use the first 2 links on the [T & D Resources webpage](#) for guidance.

Will clicking “upload” notify the T & D Advisor that I am ready to submit my document?

- **No.** You must click SUBMIT or we have no idea you tried to send us your document. This is very important.

When should I submit my document for the first format review?

- Make sure you submit at least a week before your defense.
- Then compose **ALL** your preliminary pages and a chapter or two, and any references and appendices you have prepared.
- Save as a PDF and SUBMIT it in your ETD account. If you don't click SUBMIT, it will not show up in my ETD reviewing queue.

How careful do I need to be for the first format review?

- Poorly organized and carelessly composed documents (including references) will be returned to students with instructions to comply with the Handbook's rules. This is time consuming for both you and the COGS staff, and your respect for our time is appreciated.
- You need to demonstrate that you have the ability to put together a professional-looking document in every way, although you don't have to include every chapter for the first format review.
- To make sure you have remembered everything, check your work with the Quick Format and Organization checklists at the end of this section.
- Remember that your major professor receives a copy of my comments, so remember that careful work will be more impressive than sloppy work.

Why get a format review?

- A format review is conducted to ensure that you have applied all the rules laid out by COGS and ETD/ProQuest.
- Ideally, by the time you go to your defense, all formatting issues should have been corrected so that after your defense, you will only have to work on content changes.

Why do I need to submit most of my document just to get the Authorization to Submit page approved?

- The Authorization page needs to be seen in **context** with the rest of the document so we can check for consistency in font type and size, margins, spacing, title style, etc. throughout the whole document.

May I email you an electronic file or drop off a print copy of my dissertation or thesis for review?

- No, sorry. Emailed and print copies cannot be accepted; submit only through ETD.

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 (looks best) – 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 onto the next. Keep material such as this together whenever possible.
- Keep references that are 2-3 lines together. References of 4 or more lines at the bottom of a page may be split onto 2 pages at approximately the half-way point.

Document Components Checklist

- Preliminary Pages, in order: (use lower case Roman numbers)
- Title Page (do not put a number on this page)
- Authorization to Submit (p. ii)
- Abstract (p. iii) and then continue numbering from here
- 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)
- Introduction (optional)
- Chapters: (Begin to use Arabic numbers here)
- 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.
- 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 6: ETD and Publishing

- ETD (Electronic Theses and Dissertations) is a software system created by the academic publisher ProQuest. It is the method we use here at UI for students to submit the **digital** version of their theses and dissertations. The main benefit of electronic submission is that your work is disseminated more quickly and widely to the larger academic world.
- Ultimately, you will have two different **formats** of your final thesis or dissertation—one in digital format and one in print. Both formats should be identical in content. Both are required by COGS.

How to Start

- When you are certain your document meets all the requirements for the First Format Review outlined in the previous section, watch this [8 minute video](#).
- Create an ETD account, fill in all the fields, and upload your document.
- Click SUBMIT. If you don't, the ETD Administrator doesn't get notified you have submitted your work.
- Do not be afraid to click SUBMIT because your submission isn't permanent until after you have submitted your final version after your defense. You can **revise your document as many times as you like** before submitting the final version.
- 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 the SAME ORIGINAL ETD ACCOUNT for another format review. **Do not create a 2nd ETD account.**

Publishing Options

- The publishing questions must be answered in its entirety in the ETD module before you will be able to move on. For that reason, read this Publishing Options section carefully so you can make the selections it will prompt you for. It is **not** easy to change your options afterward.

Traditional or Open Access:

- Students must choose between either Traditional or Open Access publishing. Most select **Traditional** Publishing (it's free) as they do not see the need to purchase Open Access Publishing (**\$95**) from ProQuest. Selecting the Open Access Publishing option from ProQuest makes your work fully available through their website, but since it will already be fully available through the library, this payment is unnecessary.

Search Engines:

- There is nothing wrong with allowing major search engines to discover your work through ProQuest. This will make your work more accessible to other scholars.

Delaying the Digital Release of Your Work, Aka Embargo:

- Delaying the release of academic work is often referred to as "**embargoing**" your work. This is the amount of time that you want to delay the DIGITAL distribution of your document.
- It is RARE to embargo.

- Unless there is a very specific reason why you would need to delay electronic access to your document, such as a patent pending, we recommend that you make your work accessible **immediately**. As a publicly-funded university, your work should be made readily available to the State of Idaho as well as the larger scholarly community.
- Embargoing your thesis or dissertation does **not** affect the publication of current or future articles arising from your work.
- If you need to delay the digital release of your work, the print copy of your document will be held in a secure section of the library and will not be available until the end of the embargo period. ProQuest will hold off publishing your digital document until the end of the embargo period.
- In conjunction with this, students should meet with their major professors in order to complete the University of Idaho **Repository Agreement** found on the [COGS Graduate Forms webpage](#)
- The same amount of time must be reflected in both the ETD account and on the Repository Agreement. Both signatures must appear on the same, single Repository Form, not on TWO separate ones.
- It is the responsibility of the student to inform ProQuest and the UI Library if they wish to request an embargo renewal.

Copyright

- 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 printed.**
- We usually only recommend paying ProQuest **\$55** to copyright your work for you if you are in the process of obtaining a **patent**. Your major professor can advise you about this.
- UI does **not** use the section about copyright permission section in the ETD account itself. Instead, insert a copy of the copyright letters in your appendices.

Ordering Bound Copies of Your Thesis or Dissertation

- If you want to order bound copies of your document for yourself, family, friends, or department, you may do so using the Copy Center website or at any other printing company. Remember that COGS requires an **unbound** copy.
- You may order your personal copies from ProQuest's ETD module, but do not order the COGS copy there.
- If you choose to order through ProQuest, consider your potential order carefully before completing the section as you may find it difficult to change your order. If you have problems with this or if you want to order bound versions after your submission is complete, call ProQuest at 1.800.521.0600 x77020.
- Your ProQuest-ordered bound documents will be mailed to you about a month after all your U-Idaho paperwork is complete and your document has received the "accepted" decision.
- Check with the [Copy Center](#) directly regarding their prices and timeline.

What if I still have questions about publishing options?

- Contact the University's Digital Infrastructure Librarian, Evan Williamson, at ewilliamson@uidaho.edu or 208-885-6260. You can also read the [Intellectual Property, Copyright, Publishing Guides](#) and [ETD Publishing Information](#).

PART 7: FINISHING UP

Completing Your Degree

- Before you submit your final thesis or dissertation, ensure you have satisfied all of the following degree requirements and ensure that proof of their completion has been recorded and verified by Lana Unger.
- These items can be verified concurrently with preparing your document so there are no surprises or waits when you hand in your thesis or dissertation.
 - 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 (ONE form only with **both** signatures)
 - Survey of Earned Doctorates (for Ph.D. students only) Once you have completed this, the SED office notifies us directly so you don't need to do anything else.

After Your Defense: Submitting Your Final Document in ETD

- In the ETD notes field, let the T & D Advisor know you have finished all content changes when you **Submit** your final document in ETD.
- You will get one last quick review, and you will be sent an email 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 “good to go” message from us. Otherwise, you will have to get it reprinted if errors are found.
- The version of your thesis or dissertation that receives the “good to go” message is considered to be the **last step** of your ETD process. Once you order your print version, you cannot make ANY changes to your digital version.
- If you make substantial changes after you receive a “good to go,” let the T & D Advisor know and she will conduct a format review. Otherwise, your document will be considered complete once you get the “good to go” message and no further format reviews will be conducted.
- The fee that you are charged with your graduation application covers the cost of the binding for the Library. **It does not cover the printing cost.** Don't forget to apply for the [Printing and Binding Aid award offered by the GPSA](#).

Getting It Printed

- It must be printed on **one side only**, on **bond paper**, which is a high quality, archival paper used for archiving important documents. The paper must be at least 25% cotton bond and must be white.
- **Do not get it bound in any way.**
- Have the **print** version delivered to Morrill 104 by **the deadline date.**
- Once you have submitted your bond copy to Morrill 104, you may **not** make any changes to your ETD. **INFORM YOUR MAJOR PROFESSOR AND COMMITTEE ABOUT THIS.** This includes “looking it over” which must be done **BEFORE** you submit your final bond copy. There should be **ONE version** of your final thesis or dissertation. This version will be in **TWO** formats: one electronic (in ETD) and one print (on bond paper). They need to be identical to each other.
- If you do **not** get an email stating that your bond copy has been received by the T & D Advisor within **3** business days after you have ordered it from the Copy Center, contact the Copy Center. If they said it was delivered, follow this up with Lauren.

Supplementary and Oversize Materials

- The **digital** versions of your oversize pages, extensive data sets, audio-visual materials, etc. should be uploaded in the supplementary section of your ETD account.
- The **print** versions may be uploaded to a CD or they may be submitted on **bond** paper as part of the document, folded so that it will fit in a 10” x 7” envelope. Print versions will need page numbers as well.
- Regardless of the format you choose, make sure you provide an entry for these items in the Table of Contents in the Appendix section.
- **Uploading supplementary information to a CD is much easier than getting it printed.**