

UNIVERSITY OF ARKANSAS
GRADUATE SCHOOL
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www.uark.edu/grad

GUIDE FOR PREPARING THESES AND DISSERTATIONS

(Revised, February 2007)

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INTRODUCTION

Congratulations on reaching this stage in your academic program! You are beginning preparation of your master's thesis or dissertation for final submission to the Graduate School.

This "Guide for Preparing Theses and Dissertations" will save you heartache, headache, irritation, and delay **if you will read it thoroughly and completely, follow the directions carefully, and adhere to all standards and requirements.**

This office highly recommends that a preliminary copy of the master's thesis or doctoral dissertation be presented to the Graduate School to check for formatting problems and adherence to page numbering specifications. This will most likely save you time, hassle, and money in the event that any changes are needed.

Do NOT use a previous master's thesis or dissertation as a sole model for your paper!

Because the master's thesis and doctoral dissertation are the culmination of the student's study and learning in a graduate degree program, this work should represent and reflect the excellence of the student's abilities and competency. The subject should be current and pertinent to the discipline; the language should be clear and free from jargon; the grammar should be perfect; and the style, format, and quality of paper **MUST** meet requirements stated in this "Guide."

For your convenience, there is a check-list at the end of each section of the "Guide" that you can use as a reminder of items which need your attention and a check-off for items you have completed.

If you have any questions or if you are in any doubt at all, please call the Graduate School at (479) 575-4401 before you proceed further. We prefer that you call and ask for information before you proceed, rather than have you proceed in error and be required to make what may be costly corrections and/or adjustments later, and perhaps delay completion of your degree.

MASTER'S THESIS

Two unbound copies of the master's thesis must be submitted to the Graduate School for transmittal to the University Libraries. This must be done at least one week (5 working days) prior to the date the degree is to be awarded. You should submit your thesis in covered box(es). These dates are posted on the website of the Graduate School (www.uark.edu/grad).

Students should not wait until the last minute to secure approval of their master's thesis. They should allow time to make any corrections or adjustments that may be required. If no corrections or adjustments are required, there is no harm in receiving approval well before the deadline. However, if some corrections or adjustments are required and the student has not allowed sufficient time to make these corrections or adjustments, graduation and the awarding of the degree may be delayed until the next semester and/or until approval has been received.

The two copies of the master's thesis which are submitted to the Graduate School must meet all specified paper and duplication requirements, all form and format standards, and must not be punched or bound in any way.

Upon presentation of two copies of the master's thesis to the Graduate School, the student must complete the following forms, available in the Graduate School or on the Graduate School website at www.uark.edu/grad :

1. Library Transmittal Form
2. Intellectual Property Disclosure Form (if not already on file with the Graduate School; also requires thesis director's signature)
3. Master's Thesis Publishing Agreement Form

Some departments require a master's degree student to submit a third copy of the thesis to the department. The student should consult the department chairperson regarding this requirement. If a copy is required by the department, it should also meet all Graduate School standards and requirements.

MASTER'S THESIS: PAPER REQUIREMENTS

One copy of the master's theses submitted to the Graduate School and the University Libraries in partial fulfillment of degree requirements must be presented on 8 ½ x 11 inch, high-quality white bond paper in at least twenty (20) pound weight, watermarked 100% cotton fiber. Inverted or reversed watermarks are acceptable. **THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.** The University Bookstore carries acceptable paper in stock. **The second copy may be on regular copy paper.**

MASTER'S THESIS: DUPLICATION

Master's theses presented for deposit in the University Libraries may be machine duplicated/reproduced provided that appropriate methods are used and high standards of quality are maintained.

If a master's thesis is duplicated or reproduced, the original copy must be clear, black, and neat so that it will yield a very clean, distinct contrast between paper and type. Printers must produce letter quality pages. The University's Copy Services (located in the Intermodal Transit Facility or the Arkansas Union) may be used for duplication. After duplication or reproduction, you must check that both copies are clear and readable and the pages are in the proper placement.

MASTER'S THESIS: STYLE REQUIREMENTS

A consistent style must be used throughout the master's thesis. For other matters of style and directions on preparation of final copy, the student should consult the style book accepted in the specific field. Textual or other material must be on only one side of each sheet of paper. If two pages need to face each other (as in a thesis for the Master of Fine Arts degree), the page facing down should be numbered on its back so that the number will face up (consistent with all other pages).

Style books are available in the University Bookstore or in the University Libraries. These books in no way supersede directions given in this "Guide." They answer most of the questions confronting writers; other questions should be referred to the thesis director.

MASTER'S THESIS: FORMAT REQUIREMENTS

Type

The font size should be 10-point or larger. Font size 12 is preferred.

Margins

All pages of the master's thesis must have the following margins:

Left:	1 ½ inches
Right:	1 inch
Top:	1 inch
Bottom:	1 inch

ABSOLUTELY NO EXCEPTIONS WILL BE MADE TO THE MARGIN STANDARDS. IT IS THE STUDENT'S RESPONSIBILITY TO SEE THAT THE MASTER'S THESIS CONFORMS TO THEM.

Placement of Page Numbers

In a master's thesis, page numbering may be top right corner, top center, or bottom center, but consistency is essential. An exception is that chapter title pages may be numbered at the bottom center. When page numbers are at top center or bottom center, they should be placed $\frac{3}{4}$ " from top or bottom of the page. If page numbers are at top right, they should be no less than 1" from the right margin and $\frac{3}{4}$ " from the top. **ALL** pages after page one, including chapter title pages, section-dividing pages, appendices, etc., **MUST** be consecutively numbered using Arabic numbers.

Spacing

The main body of the master's thesis must be double spaced. The bibliography should be single spaced within the item and double spaced between items. Lengthy quotations should be single spaced and indented. The abstract must be double spaced.

Page Numbering – Master's Thesis (not copyrighted)

The full title page, abstract, signature page, and thesis duplication release page are **NOT** actually numbered. However, the pages are allowed for in the numbering sequence. Therefore, the page immediately following the duplication release page (i.e. a dedication page, acknowledgment page, table of contents, etc.) will be actually numbered "v" or "vi" (lower case Roman numerals), and numbering will continue with lower case Roman numerals until the first text page..

ALL pages after page one, including chapter title pages, section-dividing pages, appendices, etc., and continuing to the final page, **MUST** be consecutively numbered with Arabic numerals (i.e., 1, 2, 3, etc.).

Page Numbering – Master's Thesis (copyrighted)

The full title page, abstract, signature page, copyright page, and thesis duplication release page are **NOT** actually numbered. However, the pages are allowed for in the numbering sequence. Therefore, the page immediately following the thesis duplication release page will be numbered "vi" or "vii" in lower case Roman numerals and numbering will continue with lower case Roman numerals until the first text page.

ALL pages after page one, including chapter title pages, section-dividing pages, appendices, etc., and continuing to the final page, **MUST** be consecutively numbered with Arabic numerals (i.e., 1, 2, 3, etc.).

ABSTRACT

The abstract for a master's thesis should be double-spaced. There is no actual page number on the abstract, however it is assumed page number ii, iii if needed.

MASTER'S THESIS: SPECIAL PROBLEMS

Use of Copyrighted Material

When any copyrighted material is used extensively (that is, more than 150 words in a direct quotation), the student must conform to all laws pertaining to the use of copyrighted material. Consult with the Office of Technology Transfer, (479) 575-5806, for information about copyright laws.

Photographs – Mounting

Photomount paper or dry-mounting tissue, available at photographic supply stores and most drug stores, **MUST** be used for mounting photographs, prints, etc., as needed. Photographs may be included in the master's theses provided the appropriate margins are observed.

Photographs – Color

Color photographs may be used only in master's theses. Color photographs must be developed on long-life photographic paper such as Cibachrome® paper or Kodak® paper. Prior approval must be received from the Graduate School BEFORE the photographs are dry-mounted on the cotton paper.

Extra Large Pages

Extra large charts, maps, etc., should be rolled and turned in with the master's thesis; proper folding will be done by the library. (See page 7 for additional information.)

Computer Diskettes/CDs

Computer diskettes/CDs must meet the Libraries requirements (see page 8). All information on the diskettes/CDs must be included within the text of the master's thesis and must conform to all style requirements outlined in this guide.

MASTER'S THESIS: BINDING

DO NOT BIND THE MASTER'S THESIS IN ANY MANNER. The two copies of the master's thesis **MUST** be submitted in loose leaf form. The University Libraries will be responsible for binding the papers.

PUBLICATION OF MASTER'S THESES AND ABSTRACTS

The University of Arkansas is participating in the Doctoral Dissertation Series project conducted by University Microfilms International, Ann Arbor, Michigan. Theses and abstracts are published in microfilm form, and copies are available from this firm. All candidates for the master's degree who are submitting a thesis as part of their degree requirements, are required to complete a Master's Thesis Agreement form (available in the Graduate School Office) at the time the thesis is submitted to the Graduate School. A fee of \$45.00 to cover the cost of microfilming the thesis and publication of the abstract will be charged to the student's account once the thesis has been submitted to the Graduate School.

The abstract is published in the quarterly journal *Masters Abstract International*. The abstract must be on the prescribed high-quality bond paper.

MASTER'S THESIS: COPYRIGHTING THESES

Theses may be copyrighted, if desired, at an additional charge of \$45.00. A certified check or money order in this amount should be made payable to P.Q.I.L. to accompany the thesis. UMI accepts certified checks but often these checks have expiration dates and may become invalid due to processing time. A separate page bearing copyright notice, as specified in the agreement form, must be provided. (See page 17 for sample of copyright page).

MASTER'S THESIS: INTELLECTUAL PROPERTY

Defenses of master's theses which contain information relevant to proprietary material or possible patent applications shall be held in the usual manner with the exception that those portions of these documents which deal specifically with proprietary material or patent related information will be presented and discussed only after the meeting has been closed to all persons except the candidate and the specifically assigned members of the review committee. The meeting will be re-opened when discussion moves to other portions of the work.

Master's theses containing information relevant to proprietary material or possible patent applications will be made available only to the members of the review committee. After the work has been successfully defended, copies will be deposited in the University Libraries but under special conditions of limited access, i.e., listed in the library catalog but not placed on the shelf, and will be available for access only with the express permission of the director of the Office of Technology Transfer. Such documents will remain in this restricted status and will not be forwarded to University Microfilms until the patents have been applied for, at which time, specific authorization for their release will be given by the Office of Technology Transfer.

MASTER'S THESIS: UNIVERSITY LIBRARIES REQUIREMENTS

Any questions about the following library regulations should be referred to the Binding Unit of Mullins Library, 575-5512.

In order to ensure proper preservation, accuracy in processing master's theses for shipping, binding, and shelving, as well as ease of access by the public, the University Libraries require that the student adhere to the following guidelines when applicable.

Oversized Materials

1. Oversized pages **THAT ARE TO BE** inserted and placed in the text of the master's thesis (no more than 11" high) **SHOULD NOT BE CREASED** when submitted to the Graduate School but securely inserted in the proper place within the text. These pages will eventually be creased by the Binding Unit before binding. Page numbering of oversized sheets that can be placed in the text should be on the **INSIDE** rather than the outside of the page to be folded.
2. Oversized materials **THAT ARE NOT TO BE** folded within the text (more than 11" high) and that will be housed separately from the body of the thesis/dissertation must not be folded or creased but must be submitted in either **TUBES** (which can be purchased in the Arkansas Union Bookstore) or in **COVERED BOXES**. Tubes and boxes must be **CLEARLY** marked with the student's name and master's thesis title (do not use adhesive labels). Each individual sheet should have the proper placement clearly identified (if applicable) so that the reader can easily refer to it in the context of the text without confusion. Any necessary page numbering or page identification on oversized sheets that are separate from the thesis/dissertation should be done. Each oversized sheet should have the student's name and title of the master's thesis in **TYPE** or **PRINT** directly on each sheet. Adhesive labels should not be used to identify separate oversized materials.

Non-Print Materials

These materials include slides, cassettes, diskettes, CDs, etc. The student must submit two identical sets. Slides must be submitted in **COVERED BOXES**. Appropriate covers should be provided by the student to protect any cassettes, diskettes or CDs that are submitted, and each item should be clearly identified with the student's name and/or title of the item. Diskettes and CDs can be inserted in the box in which the master's thesis is submitted. (See page 5 for additional information concerning diskettes/CDs.)

Patented Master's Theses

Both copies of master's theses awaiting patents will remain unprocessed and will be kept in the vault in Mullins Library until such time as the library receives a statement of release from the Office of Technology Transfer.

Master's theses awaiting patents may not be accessed by any library user except by the author unless expressly permitted by the Office of Technology Transfer. Additional information about patents is available on page 6.

MASTER'S THESIS: DIGITAL REQUIREMENTS

Digital submission of master's theses to the Graduate School and the University Libraries in partial fulfillment of degree requirements must be submitted on high-quality CDs or diskettes. The student must submit two (2) sets. CDs or diskettes must be in protective cases, and each item should be clearly identified with the student's name and the name or title of the item. **Submission of a thesis on CD or diskette and must be approved in advance by the Associate Dean of the Graduate School, and must be in Adobe PDF format without compression or password protection.**

IN ADDITION, the student must also submit one (1) set of the following pages on 8 ½ x 11 inch, high-quality white bond paper in at least twenty (20) pound weight, watermarked 100% cotton fiber. A second set may be submitted on regular copy paper.

- Fly leaf (a blank page)
- Half Title
- Title Page
- Abstract
- Approval Sheet
- Copyright page (optional)
- Thesis Duplication Release
- Acknowledgements (optional)
- Table of Contents
- Fly leaf (a blank page)

DETAILED ARRANGEMENT OF THE MASTER'S THESIS

1. Fly leaf (a blank page, no page number)
2. Half Title (page bearing title only, no actual page number); See Appendix, page 14 of this Guide.
3. Title Page (no actual page number, assumed (not printed) page number i);
The half title page and title page should be centered between the 1 ½" left margin and 1" right margin. See pages 14 and 15. On the title page, the following information is listed:
 - a. the title of the master's thesis
 - b. "A thesis submitted in partial fulfillment of the requirements for the degree of (Master of Arts, Master of Fine Arts, Master of Music, Master of Science, etc)." Contact the Graduate School for the exact degree for all engineering degrees.
 - c. the full name of the author (this must be the name of the student record)
 - d. previous degree or degrees with the name of the institution and the year awarded
 - e. the month and year in which the degree sought is to be awarded (contact the Graduate School for the correct month and year);
 - f. "University of Arkansas"
4. The abstract of a master's theses must conform to:
 - a. The abstract (no actual page number, assumed (not printed) page number ii, iii if needed)
 - b. The abstract must be double-spaced.
5. Approval sheet with the following information (no actual page number, assumed page number iii or iv);
 - a. "This thesis is approved for recommendation to the Graduate Council"
 - b. spaces for the signatures of the master's thesis director and members of the committee

Original signatures are needed on cotton bond paper only. The approval sheet printed on copy paper should not contain the signatures of the committee members. The name of each committee member will be typed directly under each signature line.
See page 16.
6. Copyright page (required for copyrighted theses only, no actual page number, assumed (not printed) page "iv" or "v"); See page 17.
7. Thesis duplication release (no actual page number, assumed (not printed) page number "v" or "vi") See page 18.

8. Acknowledgements (optional), (printed page number v or vi for non-copyrighted theses or vi or vii for copyrighted theses);
9. Table of contents with page references (continued or begin page numbering with small Roman numerals);
10. Body of master's thesis. Begin page numbering with Arabic numerals and continue consecutively to end of master's thesis. Do not skip or assume any pages within the body of the master's thesis:
11. Bibliography (optional), (continue Arabic numbering);
12. Appendix (optional), (continue Arabic numbering);
13. Index (optional), (continue Arabic numbering);
14. Vitae (optional), (continue Arabic numbering);
A short one-page vitae of the author may be included. This should be a single-spaced, brief account of the student's training and experience and of professional memberships and contributions.
15. Final fly leaf (a blank page)

THESES CONSISTING OF PUBLISHED PAPERS

It is acceptable in some fields for students to submit a master's thesis composed of some number of previously published papers. A student who contemplates this type of submission should seek the approval of his/her thesis chair before beginning the project.

Graduate School requirements with regard to this type of submission include the following:

- The thesis must include an abstract.
- The thesis must include a list of the original papers included in the thesis with a full publication citation for each. This should be inserted after the Abstract and Table of Contents but before the first paper.
- The thesis must include an introduction, separate from the papers, which presents the topic of the thesis and explains the rationale for compiling these papers into one document.
- The thesis must include a final section entitled "Conclusion" which summarizes the papers and provides concluding remarks.

Each paper must be presented in its entirety within the thesis, including all references. All other applicable Graduate School rules with regard to the submission of the thesis must be followed.

MASTER'S APPENDICES

MASTER'S THESIS CHECK-LIST

1. Have you used one of the approved style manuals as a guide in writing your master's thesis?
2. Have you checked for typing, spelling, and grammatical errors?
3. Is the type clean, neat, and dark?
4. Do all margins conform to the following standards? At least:
 - 1 1/2 inches from left
 - 1 inch from right
 - 1 inch from top
 - 1 inch from bottom
5. Have you received PRIOR permission for the use of color photographs in the dissertation?
6. Is page numbering consistent throughout? (Refer to page 4 of this Guide.)
7. Have you made paper or margin adjustment for any special problems?
 - a. Illustrations
 - b. Use of copyrighted material
 - c. Mounted photographs
 - d. Extra large charts, maps
 - e. Computer printouts
8. Did you present a preliminary copy of the master's thesis to the Graduate School for a format and page numbering check?
9. Have you used 8 1/2 x 11 inch, high quality white bond paper in twenty (20) pound weight, watermarked 100% cotton fiber for at least one copy? Do you have a second set on regular copy paper?
10. Have you secured one set of original signatures on 100% white bond paper approval sheet? Do you have a second set on regular copy paper without signatures?
11. Does the date of the master's thesis title page agree with the month and year that the degree will actually be awarded?
12. Have arrangements for copying the master's thesis been made well in advance so the deadline for depositing the master's thesis can be met?
13. Have you signed the thesis duplication release page on 100% white bond paper?
14. Have you thoroughly proofread the master's thesis even after duplication/reproduction?
15. Have you had the Intellectual Property Disclosure form signed by your thesis director?
16. If you are submitting your thesis on CDs or diskettes, have you included two (2) sets of CDs or diskettes, and have you also included the required paper copies referred to under "Master's Thesis: Digital Requirements" on page 8.
17. Have you included an abstract of your thesis?

SAMPLE OF MASTER'S THESIS HALF TITLE PAGE

THE PREDICTIVE VALUE OF THE THURSTON PSYCHOLOGICAL
EXAMINATION: RESULTS OBTAINED WITH THREE
FRESHMAN CLASSES OF THE UNIVERSITY OF ARKANSAS

SAMPLE OF MASTER'S THESIS TITLE PAGE

THE PREDICTIVE VALUE OF THE THURSTON PSYCHOLOGICAL
EXAMINATION: RESULTS OBTAINED WITH THREE
FRESHMAN CLASSES OF THE UNIVERSITY OF ARKANSAS

A thesis submitted in partial fulfillment
of the requirements for the degree of
Master of Science

By

John Henry Jones, B.S.
University of Missouri, 1996

August 2004
University of Arkansas

[Contact the Graduate School for the correct graduation month and year]

SAMPLE OF APPROVAL SHEET FOR MASTER'S THESIS

This thesis is approved for
recommendation to the
Graduate Council

Thesis Director:

(typed name and signature; e.g., Jane Doe)

Thesis Committee:

(typed name and signature)

(typed name and signature)

(typed name and signature)

[NOTE: Original signatures are needed on cotton bond paper only. The approval sheet printed on copy paper should not contain the signatures of the committee members.]

SAMPLE OF COPYRIGHT PAGE (optional)

©2004 by John H. Jones
All Rights Reserved

[This page should be included ONLY in theses that are copyrighted.]

SAMPLE OF THESIS DUPLICATION RELEASE

[NOTE: To comply with Public Law 94-553-October 19, 1976, of the 94th Congress, and Act for the General revision of the Copyright Law, Title 17 of the United States Code, the following is to be in the thesis and signed by the student.]

THESIS DUPLICATION RELEASE

I hereby authorize the University of Arkansas Libraries to duplicate this thesis when needed for research and/or scholarship.

Agreed _____
(signature of student)

Refused _____
(signature of student)

DOCTORAL DISSERTATION

Two unbound copies of the doctoral dissertation must be submitted to the Graduate School for transmittal to the University Libraries. This must be done at least one week (5 working days) prior to the date the degree is to be awarded. You should submit your doctoral dissertation in a covered box(es). These dates are posted on the website of the Graduate School (www.uark.edu/grad).

Students should not wait until the last minute to secure approval of their doctoral dissertation. They should allow time to make any corrections or adjustments that may be required. If no corrections or adjustments are required, there is no harm in receiving approval well before the deadline. However, if some corrections or adjustments are required and the student has not allowed sufficient time to make these corrections or adjustments, graduation and the awarding of the degree may be delayed until a subsequent semester.

The two copies of the doctoral dissertation which are submitted to the Graduate School must meet all specified paper and duplication requirements, all form and format standards, and must not be punched or bound in any way.

Upon presentation of the two copies of the dissertation to the Graduate School, the student must complete the following forms, available in the Graduate School or on the Graduate School website at www.uark.edu/grad :

1. Library Transmittal Form
2. Intellectual Property Disclosure Form (if not already on file with the Graduate School; also requires dissertation director's signature)
3. Survey of Earned Doctorates (not available on website)
4. Dissertation Publishing Agreement Form

A doctoral student is required to submit a copy of the dissertation to the major department. This copy should also meet all Graduate School standards and requirements.

DOCTORAL DISSERTATION: PAPER REQUIREMENTS

One copy of the doctoral dissertation submitted to the Graduate School and the University Libraries in partial fulfillment of degree requirements must be presented on 8 ½ x 11 inch, high-quality white bond paper in at least twenty (20) pound weight, watermarked 100% cotton fiber. Inverted or reversed watermarks are acceptable. **THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.** The University Bookstore carries acceptable paper in stock. **The second copy may be on regular copy paper.**

DOCTORAL DISSERTATION: DUPLICATION

Doctoral dissertations presented for deposit in the University Libraries may be machine duplicated/reproduced provided that appropriate methods are used and high standards of quality are maintained.

If a doctoral dissertation is duplicated or reproduced, the original copy must be clear, black, and neat so that it will yield a very clean, distinct contrast between paper and type. Printers must produce letter quality pages. The University's Copy Services (located in the Intermodal Transit Facility or the Arkansas Union) may be used for duplication. After duplication or reproduction, you must check that the copy is both clear and readable and the pages are in the proper placement.

DOCTORAL DISSERTATION: STYLE REQUIREMENTS

A consistent style must be used throughout the doctoral dissertation. For other matters of style and directions on preparation of final copy, the student should consult the style book accepted in the specific field. Textual or other material must be on only one side of each sheet of paper. If two pages need to face each other, the page facing down should be numbered on its back so that the number will face up (consistent with all other pages).

Style books are available in the University Bookstore or in the University Libraries. These books in no way supersede directions given in this "Guide." They answer most of the questions confronting writers; other questions should be referred to the doctoral dissertation director.

DOCTORAL DISSERTATION: FORMAT REQUIREMENTS

Type

The type size should be 10-point or larger. Font size 12 is preferred.

Margins

All pages of the doctoral dissertation must have the following margins:

Left	1 ½"
Right	1"
Top	1"
Bottom	1"

ABSOLUTELY NO EXCEPTIONS WILL BE MADE FOR THE MARGIN STANDARDS AND IT IS THE STUDENT'S RESPONSIBILITY TO SEE THAT THE DOCTORAL DISSERTATION CONFORMS TO THEM.

Placement of Page Numbers

In a doctoral dissertation, page numbering may be top right corner, top center, or bottom center, but consistency is essential. An exception is that chapter title pages may be numbered at the bottom center. When page numbers are top center or bottom center, they are placed $\frac{3}{4}$ " from top or bottom of the page. If page numbers are at top right, they should be no less than 1" from right margin and $\frac{3}{4}$ " from top. **ALL** pages after page one, including chapter title pages, section-dividing pages, appendices, etc., **MUST** be consecutively numbered using Arabic numbers.

Spacing

The main body of the doctoral dissertation must be double spaced. The bibliography should be single spaced within the item and double spaced between items. Quotations should be single spaced and indented. The abstract must be double spaced.

Page Numbering – Doctoral Dissertation (not copyrighted)

The full title page, abstract, and the signature page are **NOT** numbered. However, the pages are allowed for in the numbering sequence. Therefore, the page immediately following the signature page will be numbered iv or v (lower case Roman numerals) and numbering will continue with lower case roman numerals until the first text page.

ALL pages after page one chapter one, including chapter title pages, section-dividing pages, appendices, etc. and continuing to the final page, **MUST** be consecutively numbered with Arabic numerals (i.e., 1, 2, 3, etc.).

Page Numbering – Doctoral Dissertation (copyrighted)

The full title page, abstract, the signature page, the copyright page, and the dissertation duplication release page are **NOT** actually numbered. However, the pages are allowed for in the numbering sequence. Therefore, the page immediately following the dissertation duplication release page will be numbered vi or vii in lower case Roman numerals and numbering will continue with lower case Roman numerals until the first text page.

ALL pages after page one, including chapter title pages, section-dividing pages, appendices, etc., and continuing to the final page, **MUST** be consecutively numbered with Arabic numerals (i.e., 1, 2, 3, etc.).

ABSTRACT

The abstract for a doctoral dissertation should be double-spaced. There is no actual page number on the abstract, however it is assumed page number ii, iii if needed.

DOCTORAL DISSERTATION: SPECIAL PROBLEMS

Use of Copyrighted Material

University Microfilms International assumes no responsibility for direct quotations used without permission. When any copyrighted material is used extensively, (that is more than 150 words in a direct quotation), the student must conform to all laws pertaining to the use of copyrighted material.

Photographs – Mounting

Photomount paper or dry-mounting tissue, available at photographic supply stores and most drug stores, **MUST** be used for mounting photographs (black and white only), prints, etc., as needed. Photographs (black and white only) may be included in the dissertation provided the appropriate margins are observed.

Photographs – Color

Color photographs may be used in doctoral dissertations **ONLY** with special permission from the Graduate School. In general, approval is only given when the color is absolutely necessary in presenting information, such as staining of tissue samples. Color is not allowed for presentation appearance. In the event that permission for color photographs is granted, color photographs must be developed on long-life photographic paper such as Cibachrome® paper or Kodak® paper. Prior approval must be received from the Graduate School **BEFORE** the photographs are dry-mounted on the cotton paper.

Extra Large Pages

Extra large charts, maps, etc., should be rolled and turned in with the doctoral dissertation; proper folding will be done by the Library. (See page 24 for additional information.)

Computer Diskettes/CDs

Computer Diskettes/CDs must meet the Libraries requirements (See page 25 for additional information.) All information on the diskettes must be included within the written text of the doctoral dissertation and must conform to all style requirements outlined in this guide.

DOCTORAL DISSERTATION: BINDING

DO NOT BIND THE DOCTORAL DISSERTATION IN ANY MANNER. The two copies of the doctoral dissertation **MUST** be submitted in loose leaf form. The University Libraries will be responsible for binding the papers.

PUBLICATION OF DOCTORAL DISSERTATIONS AND ABSTRACTS

The University of Arkansas is participating in the Doctoral Dissertation Series project conducted by University Microfilms International, Ann Arbor, Michigan. Dissertations and abstracts are published in microfilm form, and copies are available from this firm. All candidates for the doctoral degree are required to complete a doctoral dissertation agreement form (available in the Graduate School Office) at the time the dissertation is submitted to the Graduate School. A fee of \$55.00 to cover the cost of microfilming the dissertation and publication of the abstract is included in the \$85.00 graduation fee paid to the Cashier's Office when the student applies for graduation.

The abstract is published in the quarterly journal *Dissertation Abstracts International (DAI)*. The abstract must be on the prescribed high-quality bond paper.

DOCTORAL DISSERTATION: COPYRIGHTING DISSERTATIONS

Dissertations may be copyrighted, if desired, at an additional charge of \$45.00. A certified check or money order in this amount should be made payable to P.Q.I.L. to accompany the dissertation. UMI accepts certified checks but often these checks have expiration dates and may become invalid due to processing time. A separate page bearing copyright notice, as specified in the agreement form, must be provided. (See page 35 for sample of copyright page.)

DOCTORAL DISSERTATION: INTELLECTUAL PROPERTY

Defenses of doctoral dissertations which contain information relevant to proprietary material or possible patent applications shall be held in the usual manner with the exception that those portions of these documents which deal specifically with proprietary material or patent related information will be presented and discussed only after the meeting has been closed to all persons except the candidate and the specifically assigned members of the review

committee. The meeting will be re-opened when discussion moves to other portions of the work.

Doctoral dissertations containing information relevant to proprietary material or possible patent applications will be made available only to the members of the review committee. After the work has been successfully defended, copies will be deposited in the University Libraries but under special conditions of limited access, i.e., listed in the library catalog but not placed on the shelf, and will be available for access only with the express permission of the Office of Technology Transfer.

Such documents will remain in this restricted status and will not be forwarded to University Microfilm International until the patents have been applied for, at which time, specific authorization for their release will be given by the director of the Office of Technology Transfer.

DOCTORAL DISSERTATION: UNIVERSITY LIBRARY REQUIREMENTS

Any questions about the following library regulations should be referred to the Binding Unit of Mullins Library, 575-5512.

In order to ensure proper preservation, accuracy in processing doctoral dissertations for shipping, binding, and shelving, as well as ease of access by the public, the University Libraries require that the student adhere to the following guidelines when applicable.

Oversized Materials

- a. Oversized pages **THAT ARE TO BE** inserted and placed in the text of the doctoral dissertation (no more than 11" high) **SHOULD NOT BE CREASED** when submitted to the Graduate School but securely inserted in the proper place within the text. These pages will eventually be creased by the Binding Unit before binding. Page numbering of oversized sheets that can be placed in the text should be on the **INSIDE** rather than the outside of the page to be folded.
- b. Oversized materials **THAT ARE NOT TO BE** folded within the text (more than 11" high) and that will be housed separately from the body of the thesis/dissertation must not be folded or creased but must be submitted in either **TUBES** (which can be purchased in the Arkansas Union Bookstore) or in **COVERED BOXES**. Tubes and boxes must be **CLEARLY** marked with the student's name and doctoral dissertation title (do not use adhesive labels). Each individual sheet should have the proper placement clearly identified (if applicable) so that the reader can easily refer to it in the context of the text without confusion. Any necessary page numbering or page identification on oversized sheets that are separate from the dissertation should be done. Each oversized sheet should have the student's name and title of the doctoral dissertation in **TYPE** or **PRINT**

directly on each sheet. Adhesive labels should not be used to identify separate oversized materials.

Non-Print Materials

These materials include slides, cassettes, diskettes, CDs, etc. The student must submit two (2) sets. Slides must be submitted in **COVERED BOXES**.

Appropriate covers should be provided by the student to protect any cassettes, diskettes or CDs that are submitted, and each item should be clearly identified with the student's name and/or title of the item. Diskettes and CDs can be inserted in the box in which the doctoral dissertation is submitted. (See page 22 for additional information concerning diskettes/CDs.)

Patented Doctoral Dissertations

The doctoral dissertations awaiting patents will remain unprocessed and will be kept in a vault in Mullins Library until such time as the library receives a statement of release from the Office of Technology Transfer. Doctoral dissertations awaiting patents may not be accessed by any library user except by the author unless expressly permitted by the Office of Technology Transfer. Additional information about patents is available on page 23.

DOCTORAL DISSERTATION: DIGITAL REQUIREMENTS

Digital submission of doctoral dissertations to the Graduate School and the University Libraries in partial fulfillment of degree requirements must be submitted on high-quality CDs or diskettes. The student must submit two (2) sets. CDs or diskettes must be in protective cases, and each item should be clearly identified with the student's name and the name or title of the item.

Submission of a dissertation on CDs or diskettes and must be approved in advance by the Associate Dean of the Graduate School and must be in Adobe PDF format without compression or password protection.

IN ADDITION, the student must also submit one (1) set of the following pages on 8 ½ x 11 inch, high-quality white bond paper in at least twenty (20) pound weight, watermarked 100% cotton fiber. A second set may be submitted on regular copypaper.

- Fly leaf (a blank page)
- Half Title
- Title Page
- Abstract
- Approval Sheet
- Copyright page (optional)
- Dissertation Duplication Release
- Acknowledgements (optional)
- Table of Contents
- Fly leaf (a blank page)

DETAILED ARRANGEMENT OF THE DOCTORAL DISSERTATION

1. Fly leaf (a blank page, no page number)
2. Half Title (page bearing title only, no actual page number); See Appendix, page 32 of this Guide.
3. Title Page (no actual page number, assumed (not printed) page number i);
The half title page and title page should be centered between the 1 ½" left margin and 1" right margin. On the title page, the following information is listed:
 - a. the title of the dissertation
 - b. "A dissertation submitted in partial fulfillment of the requirements for the degree of (Doctor of Philosophy, Doctor of Education)."
 - c. the full name of the author (this must be the name of the student record)
 - d. previous degree or degrees with the name of the institution and the year awarded
 - e. the month and year in which the degree sought is to be awarded (contact the Graduate School for the correct month and year);
 - f. "University of Arkansas"See page 33.
4. Abstract of Doctoral Dissertation
The abstract of a doctoral dissertation consists of the following:
 - a. The abstract (no actual page number, assumed (not printed) page number ii, iii if needed)
 - b. The abstract must be double-spaced.
5. Approval sheet with the following information (no actual page number, assumed (not printed) page number iii or iv);
 - a. "This dissertation is approved for recommendation to the Graduate Council"
 - b. spaces for the signatures of the dissertation director and members of the committeeOriginal signatures are needed on cotton bond paper only. The approval sheet printed on copy paper should not contain the signatures of the committee members. The name of each committee member will be typed directly under each signature line.
See page 34.

6. Copyright page (required for copyrighted dissertation only, no actual page number, assumed (not printed) page iv or v); See page 34.
7. Dissertation Duplication Release (not printed) page iv or v for non-copyrighted dissertation or v or vi for copyrighted dissertation; See page 35.
8. Acknowledgements (optional), (actual page number v or vi for non-copyrighted dissertation or vi or vii for copyrighted dissertation);
9. Table of contents with page references (continued or begin page numbering with small Roman numerals);
10. Body of dissertation. Begin page numbering with Arabic numeral 1 and continue consecutively to end of dissertation. Do not skip or assume any pages within the body of the dissertation.
11. Bibliography (optional), (continue Arabic numbering);
12. Appendix (optional), (continue Arabic numbering);
13. Index (optional), (continue Arabic numbering);
14. Vitae (optional), (continue Arabic numbering);
A short, one page vitae of the author may be included. This should be a single-spaced, brief account of the student's training and experience and of professional memberships and contributions.
15. Final fly leaf (a blank page)

DISSERTATIONS CONSISTING OF PUBLISHED PAPERS

It is acceptable in some fields for students to submit a doctoral dissertation composed of some number of previously published papers. A student who contemplates this type of submission should seek the approval of his/her dissertation chair before beginning the project.

Graduate School requirements with regard to this type of submission include the following:

- The dissertation must include an abstract.
- The dissertation must include a list of the original papers included in the dissertation with a full publication citation for each. This should be inserted after the Abstract and Table of Contents but before the first paper.
- The dissertation must include an introduction, separate from the papers, which presents the topic of the dissertation and explains the rationale for compiling these papers into one document.
- The dissertation must include a final section entitled "Conclusion" which summarizes the papers and provides concluding remarks.

Each paper must be presented in its entirety within the dissertation, including all references. All other applicable Graduate School rules with regard to the submission of the dissertation must be followed.

DOCTORAL DISSERTATION: APPENDICES

DOCTORAL DISSERTATION CHECK-LIST

1. Have you used one of the approved style manuals as a guide in writing your doctoral dissertation?
2. Have you checked for typing, spelling, and grammatical errors?
3. Is the type clean, neat, and dark?
4. Do all margins conform to the following standards? At least:
 - 1 1/2 inches from left
 - 1 inch from right
 - 1 inch from top
 - 1 inch from bottom
5. Have you received PRIOR permission for the use of color photographs in the dissertation?
6. Is page numbering consistent throughout? (Refer to page 21 of this Guide.)
7. Have you made paper or margin adjustment for any special problems?
 - a. Illustrations
 - b. Use of copyrighted material
 - c. Mounted photographs
 - d. Extra large charts, maps
 - e. Computer printouts
8. Did you present a preliminary copy of the dissertation to the Graduate School for a format and page numbering check?
9. Have you used 8 ½ x 11 inch, high quality white bond paper in twenty (20) pound weight, watermarked 100% cotton fiber for at least one copy? Do you have a second set on regular copy paper?
10. Have you secured one set of original signatures on 100% white bond paper approval sheet? Do you have a second set on regular copy paper without signatures?
11. Does the date of the doctoral dissertation title page agree with the month and year that the degree will actually be awarded?
12. Does the dissertation duplication release page contain your original signature on 100% white bond paper?
13. Have arrangements for copying the doctoral dissertation been made well in advance so that the deadline for depositing the doctoral dissertation can be met?
14. Have you thoroughly proofread the doctoral dissertation even after duplication/reproduction?
15. Have you had the Intellectual Property Disclosure form signed by your dissertation director?
16. If you are submitting your dissertation on CDs or diskettes, have you included the CDs/diskettes, and have you also included the required paper copies referred to under "Doctoral Dissertation: Digital Requirements" on page 25?
17. Have you included an abstract of your dissertation?

SAMPLE OF DOCTORAL DISSERTATION HALF TITLE PAGE

THE PREDICTIVE VALUE OF THE THURSTON PSYCHOLOGICAL
EXAMINATION: RESULTS OBTAINED WITH THREE FRESHMAN
CLASSES OF THE UNIVERSITY OF ARKANSAS

SAMPLE OF DOCTORAL DISSERTATION TITLE PAGE

THE PREDICTIVE VALUE OF THE THURSTON PSYCHOLOGICAL
EXAMINATION: RESULTS OBTAINED WITH THREE FRESHMAN
CLASSES OF THE UNIVERSITY OF ARKANSAS

A dissertation submitted in partial fulfillment
of the requirements for the degree of
Doctor of Philosophy

By

JOHN HENRY JONES, B.S., M.S.
University of Missouri, 1986
University of Alabama, 1991

August 2004
University of Arkansas

***[Contact the Graduate School for the correct graduation month
and year.]***

SAMPLE OF APPROVAL SHEET FOR DOCTORAL DISSERTATION

This dissertation is approved for
Recommendation to the
Graduate Council

Dissertation Director:

(typed name and signature; e.g., Jane R. Doe)

Dissertation Committee:

(typed name and signature)

(typed name and signature)

(typed name and signature)

[NOTE: Original signatures are needed on cotton bond paper only. The approval sheet printed on copy paper should not contain the signatures of the committee members.]

SAMPLE OF COPYRIGHT PAGE (optional)

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***[This page should be included ONLY in dissertations that are
copyrighted.]***

SAMPLE OF DISSERTATION DUPLICATION RELEASE

I hereby authorize the University of Arkansas Libraries to duplicate this dissertation when needed for research and/or scholarship.

Agreed

(signature of student)

Refused

(signature of student)

