The University of Arkansas Graduate School Guide to Preparing
Master's Theses and Doctoral Dissertations

The University of Arkansas Graduate School Guide to Preparing
Master's Theses and Doctoral Dissertations

A thesis submitted in partial fulfillment
of the requirements for the degree of
Master of Science in Cell and Molecular Biology

by

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This thesis is approved for recommendation to the Graduate Council.

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ABSTRACT

The University of Arkansas Graduate School Guide to Master's Theses and Doctoral 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. The guidelines are here to help you, and if you have a question about something that is not contained in the guidelines or is not clear, please contact the Graduate School at (479) 575-4401.

ACKNOWLEDGEMENTS

Special thanks are due to the staff of the University of Arkansas Graduate School for all of their help with theses and dissertations. It would be impossible to make it through the semester without their help.

Also, a special thanks goes out to the faculty and staff at the University of Arkansas for their commitment to the University and to the students.

DEDICATION

This edition of the *Guide to Master's Theses and Doctoral Dissertations* is dedicated to all master and doctoral students at the University of Arkansas.

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I. INTRODUCTION

Congratulations on reaching this stage in your academic program! You are beginning preparation of your master's thesis or doctoral 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 requires that a preliminary copy of the master's thesis or doctoral dissertation be presented to the Graduate School to check for formatting problems and specifications. The formatting of the thesis or dissertation must be approved by the Graduate School before final submission will be allowed. The pre-check should take place at least two weeks before the submission deadline. More information can be found on page 9.

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

Because the master's thesis or doctoral dissertation is 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 MUST meet requirements stated in this Guide. For other matters of style and directions on preparation of the final copy, please consult the style book accepted in your specific field. Please remember consistency in formatting and style throughout your thesis or dissertation.

You should not wait until the last minute to secure approval of your master's thesis or doctoral dissertation. You should allow time to make any corrections or adjustments that may be required by your committee or the Graduate School. If no corrections or adjustments are required, there is no harm in receiving approval well before the submission 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.

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.

II. FORMAT REQUIREMENTS

A. STYLE GUIDE RQUIREMENTS

A consistent style must be used throughout the master's thesis and doctoral dissertation. For other matters of style and directions that are not included in this guide, the student should consult the style book accepted in their specific field of study.

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 are to be referred to the master's thesis or doctoral dissertation director.

The Graduate School reserves the right to reject a dissertation if a style guide is not followed. Examples of acceptable style guides include, but are not limited to, the following: Chicago, APA, MLA, CSE.

B. FORMATTING REQUIREMENTS

Type/Font

Any legible font except script, italic, or ornamental font that is equivalent in scale to 10 pt. Arial or 12 pt. Times New Roman is acceptable. The same font and font size must be used throughout the entirety of the paper. This includes page numbers, headers, figure captions, footnotes, charts, graphs, tables, etc.

Margins

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

Left:	1 inch
Right:	1 inch
Top:	1 inch
Bottom:	1 inch

Page Numbering

Page numbering begins with the first page of the body of the document. **ALL** pages beginning with page one, 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.). All pages prior to the first page of the body do **NOT** contain a page number.

Placement of Page Numbers

Page numbering may be top right corner, top center, bottom right corner, or bottom center, but consistency is essential. When page numbers are top center or bottom center, they are placed ¾" from top or bottom of the page. If page numbers are at top right, they must be no less than 1" from right margin and ¾" from top. Also, page numbers cannot contain running headers or any other symbols. The placement of the page numbers must be consistent throughout the entire document.

Placement of Page Numbers on Landscape Pages

Page numbers on landscape pages must appear in the same location as portrait pages. The following link shows instructions on how to place portrait page numbers on landscape pages: http://support.microsoft.com/?kbid=211930

Headers/ Headings

Running headers are not allowed. Headings (i.e. chapter title headings, section headings, etc.) must be formatted consistently throughout. Please pay close attention to consistent placement, bolding, and capitalization of each heading.

Spacing

The main body of the master's thesis or doctoral dissertation must be double spaced. The bibliography must be single spaced within the item and double spaced between items. Lengthy quotations are to be single spaced and all lines indented. The abstract, acknowledgments, and dedication (if included) must be double spaced.

Color

Color is not allowed in the form of text (i.e. hyperlinks, headings, etc.). Color is allowed in the form of photographs, tables, figures, graphs, etc. when a student's committee considers this essential to the thesis or dissertation. Text within tables, figures, graphs, etc. must be black in color.

Personal Information

Because master's theses and doctoral dissertations are published online through UMI ProQuest, personal information such as home phone, cell phone, home address, and e-mail address must not be included in the thesis or dissertation. University-based information can be included but is not recommended.

Supplementary Material

The Supplementary Files step of the submission process allows the uploading of supporting files like videos, sound clips and data sets. These files will be submitted to ProQuest/UMI Dissertation Publishing along with the PDF version of your dissertation/thesis. Multiple files can be uploaded and ProQuest asks that a description of each file (or set of files, if more appropriate) be included in the abstract.

However, please keep in mind the following file size limits:

- The size limit for a single file is 1000 MB.
- When you submit your dissertation/thesis PDF along with any supplemental files, the size of all files added together must be less than 1000 MB.

C. ABSTRACT

The abstract for a master's thesis or doctoral dissertation must be double-spaced. Unless approved in advance by the Graduate School, abstracts are limited to 350 words. An abstract is required for all theses and dissertations.

D. SPECIAL PROBLEMS

Copyright Violations, Excessive Use of Materials

When any copyrighted material is used, the student must conform to all laws pertaining to the use of copyrighted material. Also, use of materials, including figures, legends, and pictures from a single publication, even if cited, can be a copyright violation. In this case, it is acceptable to contact the author of the publication for permission to use his /her work. Documentation of permission must be included in the appendices of the paper. Consult with the Technology Licensing Office, (479) 575-7243, for information about copyright laws.

Patented Material

The use of patented material in a master's thesis or doctoral dissertation is expressly prohibited without the prior consent of the patent holder. Documentation of permission must be included in the appendices of the paper.

Plagiarism

Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit. The use of a direct quotation, figure, table, graph or legend directly from a publication that is not cited is also considered plagiarism. The Graduate School reserves the right to check any thesis or dissertation for plagiarism.

Research Compliance

The Office of Research Compliance (RSCP), a unit of the Office of the Vice Provost for Research and Economic Development, is responsible for assisting faculty, staff and students in complying with federal and state regulatory requirements for sponsored and unsponsored research and with the associated University policies. These areas include, but are not limited to: Biological Safety, Export Control, Human Subjects, Radiation Safety, Responsible Conduct of Research, Toxic Substances, and Vertebrate Animals. More information about Research Compliance can be found on the RSCP website: http://vpred.uark.edu/

Master's theses or doctoral dissertations which contain research that requires research compliance approval are required to include a copy of the Research Compliance Protocol Letter as an appendix of the master's thesis or doctoral dissertation.

E. INTELLECTUAL PROPERTY

Defenses of master's theses or 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.

Master's Theses or 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, the master's thesis or doctoral

dissertation will be available for access only with the express permission of the Technology Licensing Office. Such documents will remain in restricted status and will not be forwarded to UMI ProQuest until the patents have been applied for, at which time, specific authorization for their release will be given by the director of the Technology Licensing Office.

Any questions referring to patentable inventions or proprietary material should be referred to the Technology Licensing Office at (479) 575-2995.

F. DETAILED ARRANGEMENT OF THE MASTER'S THESIS OR DOCTORAL DISSERTATION

1. Half Title is centered between the 1" left margin and 1" right margin
2. Title Page is centered between the 1" left margin and 1" right margin
   On the title page, the following information must be listed:
   a. The title of the master's thesis or doctoral dissertation
   b. "A thesis/dissertation submitted in partial fulfillment of the requirements for the degree of (Master of Science in, Doctor of Philosophy in, Doctor of Education in)." Contact the Graduate School for the exact degree
   c. The full name of the author (this must be the name on the student record)
   d. Previous degree or degrees with the name of the institution and the year awarded in date order. If more than one degree has been received from the same institution, the institution's name is repeated above each degree
   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"
   g. "This thesis/dissertation is approved for recommendation to the Graduate Council"
   h. Spaces for the signatures of the master's thesis or doctoral dissertation director and members of the committee
   i. Original signatures are needed on the title page submitted to the Graduate School only. The name of each committee member will be typed directly under each signature line.
3. Abstract which must be double-spaced
4. Copyright page (optional)
5. Acknowledgments (optional)
6. Dedication (optional)
7. Table of contents with page references, bibliography/references/works cited/etc. (REQUIRED)
8. List of tables, list of figures, abbreviations, etc. (optional)
9. List of papers (required for published papers format ONLY)
10. Preface (optional)
11. Body of master's thesis or doctoral dissertation. Begin page numbering with Arabic numerals and continue consecutively to end of doctoral dissertation. Do not skip any pages within the body of the doctoral dissertation:
12. Bibliography/References/Works Cited, (continue Arabic numbering)
13. Appendix (optional), (continue Arabic numbering)
14. Index (optional), (continue Arabic numbering)
15. Vitae (optional), (continue Arabic numbering): A vitae of the author may be included. This should be a single-spaced, brief account of the student's training, experience, and of professional memberships, contributions, and/or publications. Please remove any personal contact information.

    ** An additional approval page is required for all Microelectronic/Photonic students. Please contact the Micro EP department for further information.

G. THESES OR DISSERTATIONS CONSISTING OF PUBLISHED OR PUBLISHABLE PAPERS

It is acceptable in some fields for students to submit a master's thesis or doctoral dissertation composed of some number of previously published or publishable papers. A student who contemplates this type of submission should seek the approval of his/her thesis or dissertation chair before beginning the project and notify the Graduate School when submitting the thesis or dissertation. Students need to be aware that some departments/programs have very strict rules about submitting this type of dissertation and some departments/programs do not allow it.

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

- The thesis or dissertation must include an overall abstract.
- If the papers have been published previously, the thesis or dissertation must include a list of the original papers included in the dissertation with a full publication citation for each. This is required be inserted after the Table of Contents but before the first paper.
- The thesis or dissertation must include a section entitled "Introduction," separate from the papers, which presents the topic of the dissertation and explains the rationale for compiling these papers into one document.
- The thesis or dissertation must include a final section entitled "Conclusion" which summarizes the papers and provides concluding remarks.
- References and appendices are to be placed after each individual chapter or paper, including the introduction, conclusion, and literature review if applicable. If the same references or appendices are used in in multiple chapters, they must be relisted after each chapter to which they refer.
- If papers are written by multiple authors, the author of the thesis or dissertation must be the first author of the paper to be used in the thesis or dissertation. Documentation must be given by the student's major professor stating that the student is the first author of the paper and completed at least 51% of the work for the paper. The documentation must be placed on departmental letterhead. An unsigned copy of the documentation is required to be included in the appendix to the paper in which it pertains. A signed copy of the documentation is submitted to the Graduate School as part of the final submission packet.
- If the papers have been published previously or have been submitted/accepted for publication, the papers must include the exact content published or required by the publisher but must follow all formatting requirements mentioned in this Guide. A release from the journal in which the paper was previously published must also be added as an appendix to the paper to which it pertains.

Each paper must be presented in its entirety within the dissertation, including all references. All other applicable Graduate School rules with regard to format requirements and the submission of the dissertation MUST be followed. Please remember consistency in formatting and style throughout your dissertation.

When presenting the thesis or dissertation for a pre-check, please let the Graduate School know that you are following the "published papers" format.

III. THESIS OR DISSERTATION SUBMISSION

The online electronic submission process is mandatory effective Summer 2013. This option waives the UMI ProQuest fees that were previously assessed when a student turned in the final copies of the thesis or dissertation.

A. PUBLICATION AGREEMENT

All candidates for the master's or doctoral degree who are submitting a thesis or dissertation as part of their degree requirements are required to complete a Publication Agreement through the UMI ProQuest website at the time the thesis or dissertation is submitted to the Graduate School. The Publication Agreement includes a number of publishing options. The Graduate School highly recommends that the students research and educate themselves about these long before the final submission of the thesis or dissertation to the Graduate School.

If the student is planning to publish all or part of the thesis or dissertation now or at a later date or is including previously published articles as a chapter(s) of the thesis or dissertation, the student will want to look into policies of the journal or publishing company to which they are submitting or have submitted the work for publication. Each publisher or editorial board of a scholarly or peer-reviewed journal sets policy on prior publication of a work, even if the work was used as a requirement for a degree.

Also, becoming educated about the ProQuest publication options will help solve important issues that may occur while publishing with a journal or other publishing company. Because the choice of publishing options is unique to each student, a list of the basic publishing options provided by ProQuest is listed below. If you need further information, you can contact the Graduate School at (479) 575-4401 or ProQuest at 1-800-521-0600 ext. 77020.

Traditional Publishing (Free):
http://www.proquest.com/assets/downloads/products/open_access_overview.pdf

Open Access Publishing PLUS ($95 fee):
http://www.proquest.com/assets/downloads/products/open_access_overview.pdf

***Work discovered by major search engines:**
http://www.proquest.com/en-US/products/dissertations/tpd_discovery.shtml
http://www.proquest.com/en-US/products/dissertations/google.shtml

Embargoes and Restrictions:
http://www.proquest.com/assets/downloads/products/umi_embargorest.pdf

*The University of Arkansas Graduate School does not suggest, in most cases, allowing work to be made searchable by major search engines.

B. PRE-CHECK PROCESS

This office requires that a preliminary copy of the master's thesis or doctoral dissertation be presented to the Graduate School to check for formatting problems and specifications. The formatting of the thesis or dissertation must be approved by the Graduate School before final submission will be allowed. The pre-check should take place at least two weeks before the submission deadline.

The Graduate School has a team of manuscript specialists who check for different formatting details throughout the submission process. Therefore, separate manuscript specialists may uncover additional suggestions or changes, and we encourage more than one set of eyes to review each document.

Walk-in Pre-Checks

Appointments are not required for walk-in pre-checks. The pre-check will take 15-20 minutes and a complete paper copy of the thesis or dissertation is needed to do the pre-check. Pre-checks may be printed front and back or on scrap paper.

E-Mail Pre-Checks

If you would like to e-mail your thesis or dissertation for a pre-check, please send a complete copy of your paper to gradtad@uark.edu. The thesis or dissertation will need to be in Microsoft Word or PDF format. Please allow 2-3 business days for e-mail pre-checks during high volume time. The deadline to submit a pre-check by e-mail is two weeks before the submission deadline. Students who submit e-mail pre-checks after that time will be required to present their pre-check in person.

C. SUBMISSION PROCESS

All completed forms and documentation must be submitted together after the defense and final approval by the thesis or dissertation committee. The complete thesis or dissertation packet should be submitted in person to the Graduate School by the student and if received in campus mail, will be returned to the student's department of study. The Graduate School highly recommends that the student take responsibility for the submission of his/her own thesis or dissertation to the Graduate School. Submission of the thesis or dissertation by anyone other than the student can lead to a delay in awarding of the student's degree. If the student is not able to submit in person, please make prior arrangements with the Graduate School.

Required Documentation and Forms (Thesis / Dissertation Packet)

The following forms and documentation are required for submission of the master's thesis or doctoral dissertation.

1. Pre-check sheet or e-mail showing format approval
2. Forms found at http://grad.uark.edu/forms/index.php:
    - Thesis/Dissertation Submission Form
    - Intellectual Property Disclosure Form
    - Survey of Earned Doctorates Certificate **(Doctoral Students Only)**
3. Full title page with original committee signatures
4. Signed documentation of multi-authored chapters (if required, see page 7)

Final Submission Process

After submission of the above mentioned items to the Graduate School, students will be given directions to submit their master's thesis or doctoral dissertation electronically to UMI ProQuest on any computer available to them. Students will then be given 24 hours or until 4:30pm on the due date, whichever comes first, in which to complete the publication agreement and submit their thesis or dissertation electronically. Students who submit theses and dissertations electronically after 4:30pm on the due date will be required to forward their date of graduation to a future semester.

There will not be a fee associated with the electronic submission process unless a student chooses to copyright or purchase copies of his/her thesis or dissertation from the publishing company, both of which are optional.

Any master's thesis or doctoral dissertation submitted to UMI ProQuest's website before the required items are received by the Graduate School will be rejected until all required documents are received.

D. COPYRIGHTING MASTER'S THESES OR DOCTORAL DISSERTATIONS

Theses or Dissertations may be copyright registered, if desired, for a charge of $55.00. This fee is paid online during the electronic submission process. A separate page bearing copyright notice, as specified in the agreement form, must be provided.

IV. SAMPLE MASTER'S THESIS AND DOCTORAL DISSERTATION PAGES

A. Sample Full Title Page
B. Sample Copyright Page
C. Sample Landscape 8.5x11Page
D. Sample Oversized Landscape 8.5x14 Page
E. Sample Oversized Landscape 11x17 Page

For doctoral students, this line must read: A dissertation submitted in partial fulfillment of the requirements

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

Line breaks exactly as shown

by

Taylor Doe

Name exactly as it appears in ISIS.

University of Missouri
Bachelor of Science in Chemistry, 2000
University of Missouri
Master of Science in Chemical Engineering, 2005

August 2013
University of Arkansas

For doctoral students, statement must read dissertation..

This thesis is approved for recommendation to the Graduate Council.

Dr. David Livingstone
Thesis Director

For doctoral students, title must read Dissertation Director.

Professor Harry Carey Derryberry
Committee Member

Dr. Benjamin Spock
Committee Member

Dr. Ruth Westheimer
Committee Member

Dr. John Dolittle
Ex-Officio Member

Actual page does not contain page number

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Name must appear exactly as name on Full Title Page.

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This is an example of a Portrait Page Number
on a Landscape 8.5x11 Page.
Instructions can be found at
http://support.microsoft.com/?kbid=211930
or
http://www.youtube.com/watch?v=SYZi8T_bVpU

This is an example of the page number placement on a landscape 8.5x14 page.

This is an example of the page number placement on a landscape 11x17 page.