



Theses and Dissertation Information



UNIVERSITY OF
ARKANSAS

Graduate School
& International Education

gsie.uark.edu

Graduation Checklist

- Apply to graduate by March 1st, July 1st, or October 1st via your student center in UA Connect under “My Academics.” The graduation fee will be added to your student account. After the deadline, there is a \$25 late application fee for ALL students.
- ***Apply to graduate for the semester that all work will be completed, not the semester for which you want to participate in Commencement.***
- Complete all degree requirements (comprehensive exams, incompletes, projects, etc.) no later than the last day of the term. This does not include theses/dissertations which are due no later than Dead Day each semester, or the last Friday before the end of the semester for Summer.
- Consult your Degree Audit to confirm that you have completed all degree requirements. Remind your advisor/committee chair that a Record of Progress must be submitted to the Graduate School and your Degree Audit must be completed by the department.
- Schedule your thesis/dissertation defense as early as possible to avoid delays with scheduling all committee members. We recommend defending your thesis/dissertation at least TWO WEEKS prior to the submission deadline to allow enough time for required revisions.
- If you are a master’s thesis or doctoral student, format your paper according to the [Thesis and Dissertation Guide](#).
- If you are a master’s thesis or doctoral student, submit Title form and committee form prior to the graduation semester
- Send an electronic copy of your thesis/dissertation to the Graduate School (gradtad@uark.edu) for a formatting pre-check prior to defending and preferably at least TWO WEEKS prior to the final submission deadline of Dead Day. Further instructions can be found in the Thesis and Dissertation Guide.
- Bring your complete thesis/dissertation submission packet (as outlined in the Guide) to the graduation office (GEAR 207/208) and receive instructions to upload your final thesis/dissertation to ProQuest. Upload must be completed by 4:30pm on Dead Day in order to be eligible for graduation. Submissions made directly to ProQuest without first submitting packet to the Graduation Office will not be accepted.
- The All University Commencement Ceremony will be on the first Saturday following the end of the Spring and Fall semesters. Students can register to participate in the ceremony when applying to graduate in UAConnect. Further information about the ceremony and how to apply can be found on the [Registrar’s Office website](#).

Pre-Check Process

- Submit a copy of your thesis/dissertation to the Graduate School to allow for a check of formatting as early as possible and *at least two weeks before defense*
- You must continue the pre-check process until formatting is fully approved; multiple checks are usually necessary
- Formatting must be approved by the Graduate School before final upload to ProQuest

E-Mail

- Send your Microsoft Word or PDF document to gradtad@uark.edu
- Expect 0-2 business day turn around for pre-checks during low volume time
- Expect 5-7 business day turn around for pre-checks during high volume time (the 2-3 weeks prior to submission deadlines, and the first weeks of the next semester)
- *HINT: Documents may appear differently to reviewer if created on a Mac. We recommend using a Windows based computer for final revisions in order to maintain consistency.*

Graduation Resources Page

grad.uark.edu > [Graduate School](#) > [Current Students](#) > [Graduation Resources](#)

- This page has links to announce your defense as a Ph.D. student
- Link to the current Guide to Theses and Dissertations
- Graduation Checklist, etc.

Thesis/Dissertation formatting tips and tricks

Guide to Theses and Dissertations

https://graduate-and-international.uark.edu/_resources/forms/thesis-dissertation-guide-01-2020.pdf

Disclaimer

The information in this packet does not supersede the requirements that are laid out in the Guide to Theses and Dissertations.

This packet is only intended to address the most commonly seen errors, and to aid with some of the hurdles that can come up when using Microsoft Word. The tools described are for use with Microsoft Word for Windows, but can also be used with Microsoft Word for Mac, with modification to the pathway to get to the tools.

Title Page:

- Top portion of the page will be center justified
- Entire page will be single spaced within each section
- Evenly balance multiple line titles – each line should have roughly the same length
- Submission statement should be broken down exactly as illustrated in the guide. The second line will both begin and end with the word “of”
- “by” should not be capitalized
- Name, immediately followed by degrees received. List institution first, then degree and year received.
- List institution for each degree, even if the same.
- Degrees are listed in the order that they are received, oldest first.
- Beginning with Graduate Council submission statement, page will be left justified.
- Director/Chair will be on a line to themselves. Co-director/Chair can be on equal level

Thesis or Dissertation Title in Correct Title Case and Single Spaced:
Do Not Bold, Underline, or Put in All Caps or Quotes

A dissertation (or thesis) submitted in partial fulfillment
of the requirements for the degree of
Doctor of Philosophy in Space and Planetary Sciences

by

Leia Organa
University of Alderaan
Bachelor of Science in Physics, 1977
Tatooine University
Master of Science in Physics, 1983

May 2017
University of Arkansas

This dissertation (or thesis) is approved for recommendation to the Graduate Council.

Shirley Chisholm, Ph.D.
Dissertation Director

Ibtihaj Muhammad, Ed.D.
Committee Member

Yo-yo Ma, M.A.
Committee Member

Harvey Milk, Ph.D.
Committee Member

Sonia Sotomayor, Ph.D.
Committee Member

Single space. Line breaks exactly as shown. Do not use initials for degree.

List name exactly as appears in UA Connect. Single space. Line breaks exactly as shown. Start with first degree earned.

Single space. Use month/year of graduation--not defense or submission date.

Director is listed first and on his/her own separate row.

List each member's name followed by his/her highest degree earned. Single space the lines/names/titles as shown.

Front Matter

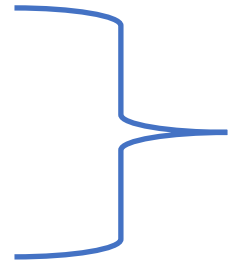
Front matter includes:

- Abstract (required)
- Acknowledgments (optional)
- Dedication (optional)



Double spaced

- Table of Contents (required)
- List of Tables/Figures/Terms/
Abbreviations (optional)



Spacing and style as
recommended by style
guide

These pages will remain unnumbered

Front Matter (Cont.)

- Heading placement/style for all front matter should be consistent *Bold/not bold, left or center aligned. It does not matter what you choose, as long as all headings are the same.*
- All headings must start at the top margin, including the dedication.
- All text must be double spaced.
- Table of contents entries that have multiple lines should use the same rule as references – single spaced, with double spacing between entries.
- Each new section/heading should start on a new page.
- Use a section break after the last line of the last page of front matter in order to start page numbering on the next section.

Back Matter

- Page numbering will begin here
- All pages must start at the top margin
- All Tables/Figures must be contained within the margins
- References must be single spaced, with double spacing between entries
- References in published papers style must be consistent in style between chapters.
- Hyper-links are not allowed in the body of the paper
- Hyper-links in the references must be black in color (it is recommended that the date information was accessed be included)
- Tables and figures that are included after the references should have a main heading of Appendix, with sub-headings of Tables, Figures, or Tables and Figures


General formatting tips

- Abstract is limited to 350 words (Use the word count feature in the Review tab)
- Name on Copyright page must match name used on title page.
- The Graduate School personnel are not reading your paper. We are only looking at the formatting of the pages. Submit early and often to avoid last minute scrambling.
- Use the style guide recommended by your committee. Grad School does not have a preference. The important thing is to pick a style and be consistent.
- If using a multi level Table of Contents, be sure that each level uses consistent indentation. (Placement of each heading/subheading within the paper itself must also be consistent).

General formatting tips (Cont.)

- Use section breaks sparingly. Page breaks should be used unless the next page will be formatted differently.
- Use page breaks instead of using the enter key to get to a new page. By using the page break, text on the next page will remain stationary when additional text is added.
- Use the gridlines. Gridlines will assist with identifying tables and figures that exceed the allowable margins; they also help to identify text that does not start at the top margin.
- Use the paragraph marks too ¶ to locate extra line spaces, misbehaving page/section breaks, and other background formatting issues.
- Use Multiple Pages view. This will give you a good overall view of the paper. It will help identify orphaned/widowed text, as well as verify that the margin rules are being observed.

General formatting tips (Cont.)

- Use the line spacing tool to assist with proper spacing for the references.
 - Highlight all text
 - Set entire section to single space  space
 - Select line spacing tool
 - Select "Add space after paragraph."
- This will add the correct spacing between entries.

Page numbers on landscape pages

This is another situation where using section breaks is appropriate. It is assumed that the page numbers have already been added for the entire paper at this point, and the pages have not yet been changed to landscape orientation.

- Add a section break after the last line of the page preceding the landscape page.
- Add a section break after the last line of the landscape page, or if multiple pages, the last page of the series.
- Open the header/footer for the first page of the new section and click on “Link to previous” thereby breaking that connection. Do this in both the head and footer.
- Go to the header/footer of the section which follows the new section and do the same.
- Go back to the first page of the new section, select Orientation from the Layout tab and change to landscape. This should change all pages in this new section to the landscape orientation, without affecting the sections on either side.
- With the header/footer open, choose Page number from the Design tab and select page margins. (What you choose from here will depend on where you have chosen to situate the page numbers for the rest of the paper. We will use bottom center for this exercise.) Choose Large left. This will place a large number in the left side margin, in the center.
- Highlight the page number and change the size, and the font to match that of the body text.
- On the Format tab, select Text direction, rotate 90° clockwise.
- Remove original page number in the header or footer section.
- Close the header/footer. Your page number should now be in the correct position and should have retained the correct sequence.

The main thing to strive for is to have the page number oriented so that if you were to rotate the page back to portrait orientation, the number will be in the same location, with the same orientation as those on the portrait pages.

Be Consistent...

- With the style you use throughout the paper
- With Spacing
- With Heading style for each different level (Bold, Italics, Underline, Alignment, etc.)
- With Placement of figures and tables (if on a page of their own, they should start at the top)