



**Style Manual
for
Theses and Dissertations**

Revised January 2016

Style Guide for Theses and Dissertations
SCHOOL OF GRADUATE STUDIES
UNIVERSITY OF NORTH DAKOTA

Introduction:

The School of Graduate Studies at the University of North Dakota requires a dissertation for doctoral degrees and a thesis for many master's degrees. Theses and dissertations are available through UMI Dissertation Publishing, ProQuest Information and Learning. Because these manuscripts are widely used by scholars and researchers, the School of Graduate Studies has established these guidelines to maintain consistency of format.

The thesis or dissertation is a reflection of the student, the advisory committee, the department, and ultimately, the University of North Dakota.

- The student and advisory committee jointly are responsible for the scholarly style used in the thesis or dissertation.
- Each member of the student's advisory committee must review and approve the thesis or dissertation.
- A draft copy of the thesis or dissertation must be submitted to the School of Graduate Studies for a format check after the Preliminary Approval form has been signed by members of the advisory committee and presented to the School of Graduate Studies.
- Following the defense of your thesis or dissertation, the approval page, signed by the members of the advisory committee, is submitted to the School of Graduate Studies for the Graduate Dean's signature.

Timetable for Completion:

Preliminary Approval and completed copy of
thesis/dissertation submitted for format check One month before graduation

Filing of electronic copy of thesis/dissertation
for publication One week before graduation

Publishing:

- The abstracts of theses and dissertations are published by UMI Dissertation Publishing, in *Dissertation Abstracts*, which is available in the Chester Fritz Library and most college libraries.

UMI Electronic Thesis/Dissertation (ETD) Publishing:

Electronic Thesis/Dissertation (ETD) submission is the final step before graduation. Your document is submitted to the UND Chester Fritz Library electronically through UMI/ProQuest.

Once you have successfully defended your thesis/dissertation and obtained all necessary signatures on the Thesis/Dissertation Approval Page, you are eligible to electronically submit your document to UMI/ProQuest. You should have already had your thesis/dissertation format checked by the School of Graduate Studies staff. You can access the UMI ETD Administrator site at www.etdadmin.com/und at any time to upload your document. However, it will not be processed until you are cleared for graduation.

You will be required to create a new user account specific to the submission of your document. Please use your **official UND e-mail address** to create your account.

UMI/ProQuest requires that all students submit a PDF version of their final document with all of the fonts embedded. If you do not have your own PDF conversion tool, there is one available through the UMI ETD Administrator site.

Costs:

The School of Graduate Studies does not collect any fees during the publishing process. Any money exchanged is done through ProQuest and their UMI ETD Administrator site. **All students are required to purchase one bound copy of their thesis/dissertation to be kept at the Chester Fritz Library on the UND campus. The cost of this copy is \$25.00.**

There may be additional fees based on the publishing options you choose when submitting your document. These fees are listed below.

Optional Fees/Costs:

Open Access Publishing	\$95.00
Copyright Fee	\$55.00
Additional Bound Copies	\$27.00-\$56.00

Please be aware that additional copies ordered through ProQuest are printed double-sided, so your margins may need to be adjusted.

NOTE: You may print additional copies for yourself or your department or arrange to have **Duplicating Services** print them. Please contact them for pricing and information: <http://www.duplicating.und.edu/> Phone: 701-777-5088.

Also, the **Chester Fritz Library** will bind your extra copies – please contact them for pricing: <http://library.und.edu/> Phone: 701-777-2617.

National Opinion Research Center: **Ph.D. students** are required to complete the *Survey of Earned Doctorates* (SED) conducted by the National Opinion Research Center. This survey can be found at <https://sed.norc.org/survey>. The School of Graduate Studies will be notified once you have completed the survey.

The Mechanics

Font:

- Any legible font is acceptable (Times New Roman is preferred); however, script, italics, or ornamental fonts should not be used. The same font must be used throughout except for appendix material or legends on charts or illustrations.
- A font size of 12 is preferred. Smaller fonts (8-10 point) may be used for tables and graphs when necessary.
- The same font and font size you use for your text should be used for all page numbers.

Page Numbering:

- Every page in the body of the text must be numbered sequentially from the first page of the text through the appendices and references/bibliography.
- Pages preceding the body of the text must be numbered with lowercase Roman numerals.
- The use of **Roman numerals** begins with the copyright page (if one is used) or the approval page, and continues through your abstract pages.
- The use of **Arabic numerals** begins on page 1 of Chapter I and continues through the end of your document.
- Page numbers should be centered, one inch from the bottom of each page.

Spacing:

- All of the pages in the thesis or dissertation must be **double spaced** with the following exceptions:
- The body of the **permission** page.
- The body of the **approval** page.
- Titles longer than one line in the Table of Contents, List of Figures, List of Tables, and in the text are single spaced.
 - Subheadings within the text are single spaced if longer than one line in length.
 - Block quotations may be single or double spaced.

Margins:

- Throughout the text the following margins must be used:
 - 1 – 1½” margin on the left side of the page to allow for binding.
 - 1” margin on the top of the page – *except for the first page of each new chapter or section, which needs to have a 2” top margin.*
 - 1” bottom margin and right margin.
- These margins apply to all parts of the document including figures, tables, illustrations, plates, all appendices, and references.

Chapter Headings:

- The chapter heading and title are all capital letters and centered on the page.
- Single space chapter titles if they are longer than one line.
- Subheadings should be mixed case and maintain a consistent position and style throughout the thesis/dissertation.

The 5th and 6th Edition of the APA Style Manual provide examples of how chapter headings and subheadings may be done.

- **Whatever style is used in the thesis or dissertation needs to be used consistently throughout the document.**
- Do not begin subheadings on a new page unless there is a natural break. Text should be continuous.
- The text should fill each page from the top margin to the bottom margin, making adjustments as needed, to avoid having the first line of a new paragraph at the bottom of the page or the last line of a paragraph at the top of the page. Partially filled pages are unacceptable.

Figures:

- Each figure must be numbered and have a description or caption.
- Figures should appear as close as possible to the part of the text relating to them and positioned in the text so as to avoid leaving large blank spaces in the text.
- Figures are numbered consecutively in the order in which they are first mentioned in the text.
- Place the figure number and description below the figure unless there is not enough space to meet the margin requirements, in which case you may continue the figure title on the next page.
- In the List of Figures, reference the page that the figure is on.
- If a figure is too large for the space on the page, use horizontal (landscape) printing. Place the top of the figure along the left margin (binding edge).
- Place the page number in the usual position at the bottom, centered 1" from the edge of the paper.
- If a figure is too long for one page, continue the figure onto the next page, using the usual margins and insert "Figure # cont." at the top of each succeeding page until the figure is completed. Also, the figure labels or headings must carry over to the continued pages.

Tables:

- A consistent format should be used for all tables in the document.
- Tables are numbered consecutively in the order in which they are mentioned in the text.
- Place table numbers and titles at the top of the table.
- Use the same font on the tables as was used in the text and adhere to the margin requirements.
- Place each table as close to its initial text reference as possible.
- If a table is too wide for the margins, the table can be oriented horizontally (landscape) on the page.
- Place the top of the table on the left side (binding side) of the page with the title appearing on the top of the table.
- Place the page number in the usual position, centered 1” from the edge of the paper.
- If the table is too long for one page, continue the table onto the next page, using the usual margins and insert “Table # cont.” at the top of each succeeding page until the table is completed.
- The table labels or headings must carry over to the continued pages.

Example Pages:

Following are example pages illustrating the format that should be used for your thesis or dissertation. These examples are designed to help as you work through formatting your thesis or dissertation.

Title Page:

- A 2" top margin is required.
- A 1 – 1½" left margin is required to allow for binding.
- All of the text on the page is centered.
- This page is counted, but **not** numbered.
- Single space two or more line titles.
- Title is in all capital letters.
- Complete student name: First, Middle, and Last are required.

2" top margin

ACOUSTICAL AND PHYSIOLOGICAL FACILITATING PHONETIC
ENVIRONMENTS IN DEFECTIVE SPEECH SOUNDS
(Title should be all caps and single spaced if longer than one line)

by

John Harvey Doe
Bachelor of Science, Colorado State University, 2001
Master of Science, Colorado State University, 2003
(Insert appropriate degree, university, and year of graduation)

A Thesis
(Insert appropriate type of document- dissertation or thesis)
Submitted to the Graduate Faculty

of the

University of North Dakota

in partial fulfillment of the requirements

for the degree of

Master of Science
(Insert appropriate degree to be awarded)

Grand Forks, North Dakota

May
2016

(Insert month and year of actual graduation – May, August, or December)

(This page is counted, but not numbered)

Copyright Page:

- This page is optional but, if included, **is counted and numbered** with a lower case Roman numeral (ii).
- Copyright is the legal protection of intellectual property and begins at the moment the work is created.
- If you wish to acknowledge your legal rights, you may include the Copyright page in your document following the Title page.
- There is no requirement of notice or registration; registration of the copyright is also optional.
- The registration establishes a public record of your thesis or dissertation and, at least for American publications, registration is required before you can file an infringement lawsuit. (Crews, Kenneth. (1996). Copyright Law and Graduate Research Part v, pp. 21-22)
- You may register your copyright through UMI/ProQuest while submitting your document.

Copyright 2016 John Doe

or

c 2016 John Doe

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Approval Page:

- The advisory committee signs this page after the successful defense of your thesis or dissertation.
- Photocopied signatures are not acceptable.
- The Dean of the School of Graduate Studies signs this page indicating acceptance of the document as partial fulfillment of the degree. A PDF copy of this page will be sent to the student after the dean has signed it. The original page will be kept in the student's file at the School of Graduate Studies.
- You will include this page in your final manuscript. This will either be page ii or iii depending on whether you include a copyright page or not.
- A 2" top margin is required.
- Insert appropriate degree, appropriate name, thesis or dissertation, and enough lines for all of your committee members. Type your committee members' names under the signature lines.
- Provide a line for the Dean's signature and a line for the date.
- Single space the text on this page.

This thesis (**or dissertation**), submitted by (**your name**) in partial fulfillment of the requirements for the Degree of Master of Arts (**insert appropriate degree**) from the University of North Dakota, has been read by the Faculty Advisory Committee under whom the work has been done and is hereby approved.

Name of Chairperson

Name of Committee Member

Name of Committee Member

Name of Committee Member

Name of Committee Member

This thesis (**or dissertation**) is being submitted by the appointed advisory committee as having met all of the requirements of the School of Graduate Studies at the University of North Dakota and is hereby approved.

Wayne Swisher
Dean of the School of Graduate Studies

Date

PERMISSION page– see sample on next page:

- This page will allow for reproduction of this document for scholarly purposes.
- A 2” top margin is required.
- Insert appropriate title, department, degree, and thesis or dissertation.
- The page is numbered with a lower case Roman numeral at the bottom center of the page.
- The text on this page is single spaced.
- The title on the Permission page must be the same as the title on the Title page.
- Your name and date must be typed onto this page.

PERMISSION

Title Acoustical and Physiological Facilitating Phonetic Environments in
Defective Speech

Department Communication Sciences and Disorders

Degree Doctor of Philosophy

In presenting this thesis (**or dissertation**) in partial fulfillment of the requirements for a graduate degree from the University of North Dakota, I agree that the library of this University shall make it freely available for inspection. I further agree that permission for extensive copying for scholarly purposes may be granted by the professor who supervised my thesis (**or dissertation**) work or, in her (**or his**) absence, by the Chairperson of the department or the dean of the School of Graduate Studies. It is understood that any copying or publication or other use of this thesis (**or dissertation**) or part thereof for financial gain shall not be allowed without my written permission. It is also understood that due recognition shall be given to me and to the University of North Dakota in any scholarly use which may be made of any material in my thesis (**or dissertation**).

Typed Name
Date

TABLE OF CONTENTS – see sample on next page:

- A 2” top margin for the first page of the Table of Contents is required.
- Additional pages to the table of contents will require a 1” top margin.
- If subheadings of a chapter are listed for one chapter, they must be listed for all chapters. You can choose how many levels to include, but you must be consistent in each chapter.
- Each new level of heading is indented one tab.
- Capitalize all words of your chapter titles, except for the subheadings, which are in mixed case.
- The page number(s) will be lower case Roman numeral(s), centered at the bottom of the pages.

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LIST OF FIGURES – see sample on next page:

- A 2” top margin for the first page is required.
- A 1” margin is used for all subsequent pages.
- All figures must be listed, including any that appear in the appendices.
- The description of the figure must match exactly with the figure title used in the text.
- Use the headings “Figure” and “Page” below the words LIST OF FIGURES to denote the figure number and page number.
- The page number(s) will be lower case Roman numerals, centered at the bottom of the page(s).
- Figure titles longer than one line in length are single spaced.
- Text of figure titles should not run over into page number area.

LIST OF FIGURES

Figure	Page
1. Flow Diagram of Processing Protocol for Throat Swab Nasopharyngeal Wash and Nasopharyngeal Swab Specimens – (don't run text into page number area; begin the second line of title directly under the first line)	23
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LIST OF TABLES- see sample on next page:

- A 2” top margin for the first page is required.
- A 1” top margin is used for all subsequent pages.
- All tables must be listed, including any that appear in the appendices.
- The description of the table must match exactly with the table title used in the text.
- Use the headings “Table” and “Page” below the words LIST OF TABLES to denote the table number and page number.
- The page number(s) will be lower case Roman numeral(s), centered at the bottom of the page(s).
- Table titles longer than one line in length are single spaced.
- Text of table titles should not run over into page number area.

LIST OF TABLES

Table	Page
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ACKNOWLEDGMENTS page – see sample on next page:

- A 2” top margin is required.
- This is an optional page which, if included, **is counted and numbered** with lower case Roman numerals, centered at the bottom of the page.
- The word ACKNOWLEDGMENTS needs to be spelled the same way on this page as in the Table of Contents.

ACKNOWLEDGMENTS

I wish to express my sincere appreciation to the members of my advisory Committee for their guidance and support during my time in the master's program at the University of North Dakota.

Dedication Page:

- This page is optional and, if included, is **not counted** or **numbered**.
- The dedication statement will be centered vertically and horizontally on the page.
- If the dedication is longer than one line, it can be either single or double spaced.

To my mom Janice and my dad John,
The world's best parents!

ABSTRACT page:

- A 2” top margin is required.
- If the abstract is more than one page, all subsequent pages will have a 1” top margin.
- The page number(s) will be lower case Roman numeral(s), centered at the bottom of the page.
- **A note from ProQuest regarding your Abstract:**

ProQuest no longer has a word limit on your abstract, as this constrains your ability to describe your research in a section that is accessible to search engines, and therefore would constrain potential exposure of your work.

However, we continue to publish print indexes that include citations and abstracts of all dissertations and theses published by ProQuest/UMI. These print indexes require limits of 350 words for doctoral dissertations and 150 words for master's theses.

Additionally, our print indexes allow only text to be included in the abstract. In the editorial process for these print publications, we will simply truncate your abstract if it exceeds these words limits and remove any non-text content.

You may want to limit the length of your abstract if this concerns you. The abstract as you submit it will not be altered in your published manuscript.

Please include an additional version of your abstract in English, even if the primary language of your dissertation or thesis is NOT English.

ABSTRACT

The abstract should be a succinct summary of the thesis/dissertation in three parts: a presentation of the problem, account of the research and methods used, and the conclusions of the research. There is no word limit on your abstract. However, ProQuest publishes print indexes that include citations and abstracts of all dissertations and theses published by ProQuest/UMI. These print indexes require limits of 350 words for doctoral dissertations and 150 words for master's theses. In the editorial process for these print publications, ProQuest/UMI will simply truncate your abstract if it exceeds these word limits and remove any non-text content. You may wish to limit the length of your abstract if this concerns you.

Chapters and Subheadings:

- A 2" top margin is required.
- The chapter heading and title are all **capital letters** and centered on the page. Single space chapter titles if they are longer than one line.
- Subheadings should be mixed case and maintain a consistent position and style throughout the thesis or dissertation.
- The 6th Edition of the APA Style Manual provides an example of how chapter headings and subheadings may be done.
- **Whatever style is used in the thesis or dissertation, it needs to be used consistently throughout the document.**
- Do not begin subheadings on a new page unless there is a natural break. Text should be continuous.
- The text should fill each page from the top margin to the bottom, making adjustments as needed to avoid having the first line of a new paragraph at the bottom of the page or the last line of a paragraph at the top of the page. Partially filled pages are unacceptable.

Examples of subheadings from APA 6th Edition:

2" top margin

CHAPTER I (chapter heading- all caps & boldface)

INTRODUCTION (chapter title - all caps & boldface)

The First Level Subheading

First level: Centered, Boldface Uppercase & Lowercase heading.

Second Level Subheading

Second level: Flush left, Boldface, Uppercase and Lowercase Heading.

Third level subheading. (Begin the text on the same line.)

Third level: Indented, boldface, lowercase paragraph heading ending with a period.

Fourth level subheading. (Begin the text on the same line.)

Fourth level: *Indented, boldface, italicized, lowercase paragraph heading ending with a period.*

Fifth level subheading. (Begin the text on the same line.)

Fifth level subheading: Indented, italicized, lowercase paragraph heading ending with a period.

Examples of subheadings from APA 5th Edition:

2" top margin

CHAPTER I

INTRODUCTION

The First Level Subheading

The first level subheading is centered with the first letters of principal words capitalized.

The Second Level Subheading

This level is centered and italicized with the first letters of principal words capitalized.

Third Level Subheading

This level is left justified and italicized. The first letters of principal words are capitalized.

Fourth level subheading.

This level is indented, italicized, in lowercase and followed by a period. Begin your text on the same line.

Figures:

- Each figure must be numbered and have a description.
- Figures should appear as close as possible to the part of the text relating to them and positioned in the text so as to avoid leaving large blank spaces in the text.
- Figures are numbered consecutively in the order in which they are first mentioned in the text.
- Place the figure number and description below the figure unless there is not enough space to meet the margin requirements, in which case you may continue on the next page.
- In the List of Figures, reference the page with the figure.
- If a figure is too large for the space on the page, use horizontal (landscape) printing. Place the top of the figure along the left margin (binding edge).
- Place the page number in the usual position at the bottom, centered 1" from the edge of the paper.
- If a figure is too long for one page, continue the figure onto the next page, using the usual margins and insert "Figure # cont." at the top of each succeeding page until the figure is completed. Also, the figure labels or headings must carry over to the continued pages.



Figure 1. State of Alaska. Juneau is the state capital and is located in the Southeast Region of Alaska.

(List the **figure title** up to the first period in your LIST OF FIGURES page(s). Ex: State of Alaska)



Figure 2. Dog Mushing. This was once a primary form of transportation in many parts of Alaska.

Tables:

- A consistent format should be used for all tables in the document.
- Tables are numbered consecutively in the order in which they are mentioned in the text.
- Place table numbers and titles at the top of the table.
- Use the same font on the tables as was used in the text and adhere to the margin requirements.
- Place each table as close to its text reference as possible.
- If a table is too wide for the margins, the table can be oriented horizontally (landscape) on the page.
 - Place the top of the table on the left side (binding side) of the page with the title appearing on the top of the table.
 - Place the page number in the usual position, centered at the bottom of the page, 1" from the margin.
- If the table is too long for one page, continue the table onto the next page, using the usual margins and insert "Table # cont." at the top of each succeeding page until the table is completed.
- The table labels or headings must carry over to the continued pages.

Table 1. Habitat Types, Availability (avail) of Habitats, Seasonal Use (% Loc) by Cow Elk, and Habitat Selection on the Badlands Unit.

Habitat	% Avail	Summer (n=272)		Fall (n=222)	
		% Loc	Habitat Selection	% Loc	Habitat Selection
Grass	30	8	-	6	-
Nonveg	10	0	-	0	-
Agriculture	5	1	-	13	+
Oak/Ash	18	78	-	36	+
Cottonwood	2	0	+	35	+
Deciduous Juniper/shrub	4	4		0	-
Grass/deciduous	12	5	-	.9	
Grass/shrub	12	0	-	1	-
Grass/nonveg/ shrub	6	3		0	-

Avail = Approximately 450 square km available

Habitat used more than available (+); less than available (-)

Z-score, $p < 0.01$

Table 2. cont. (You do not need to add the table title)

Heading	Heading 1	Heading 2	Heading 3
Row 2	30	(16.48)	(15.73)
Row 3	4	3.27**	4.66**
Row 1	8	0.93	0.45

**Notes: This is where you can provide additional information important to the data.

The line at the bottom of the table indicates the table is complete.

Text would begin here and continue on to fill the page.

Example: This table is reduced to fit margins.

Table 3. Table title would be in the same font and font size used for text; however, the entire font of the table has been reduced to fit the page margins.

	Heading	Heading	Heading	Heading	Heading
	Subheading(s) - optional				
Row 1	14	17	23	.76	.26
Row 2	22	4	1	0.01	0.81
Row 3	56	9	2	0.18	0.50
Row 4	3	11	30	(16.48)	(15.73)

Text would begin here and continue on to fill the page.

Table 11. Sports Offered in High Schools by State.

	Minnesota		Montana		North Dakota		South Dakota		Wyoming		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Basketball	36	36	17	17	19	19	15	15	5	5	92	92
Track and Field	34	34	17	15	19	19	16	16	5	5	91	89
Golf	32	30	11	11	19	18	14	14	4	4	80	77
Cross Country	27	22	10	11	14	11	15	15	4	4	71	63
Football	36	3	16	3	19	3	16	1	5	1	92	11
Volleyball	2	36	3	16	0	19	0	16	0	5	5	92
Wrestling	27	4	14	2	16	2	11	1	5	2	73	11
Cheer	6	21	7	8	2	14	1	11	1	3	17	57
Soccer	19	19	5	5	5	6	0	0	4	4	33	34
Tennis	12	16	4	5	6	7	3	3	2	2	28	33
Baseball	33	4	0	0	15	3	1	0	0	0	49	7
Softball-Fast-pitch	2	31	0	10	0	9	0	1	0	0	2	51
Ice-Hockey	19	18	0	0	7	6	0	0	0	0	26	24
Swimming/Diving	11	13	2	2	5	5	0	0	3	3	21	23
Dance/Pom	2	15	1	1	0	8	0	6	1	2	4	32
Gymnastics	1	14	0	0	0	6	0	6	0	0	1	26
Alpine Skiing	10	10	0	0	0	0	0	0	2	2	12	12
Nordic Skiing	7	7	0	0	0	0	0	0	2	2	9	9
Weightlifting	5	5	0	0	0	0	2	1	0	0	7	6
Adapted Soccer	6	5	0	0	0	0	0	0	0	0	6	5
Adapted Bowling	5	5	0	0	0	0	0	0	0	0	5	5
Adapted Softball	4	5	0	0	0	0	0	0	0	0	4	5
Adapted Floor Hockey	4	4	0	0	0	0	0	0	0	0	4	4
Lacrosse	3	5	0	0	0	0	0	0	0	0	3	5

Appendix or Appendices page:

- This page is an optional page and if used, **is counted but not numbered**. If used, you will list this page in the Table of Contents with a page number.
- The word **APPENDIX (one appendix) or APPENDICES (two or more)** is centered horizontally and vertically on the page in all caps.
- Each Appendix must have a generic heading and a descriptive heading.
- The generic heading and the descriptive heading are centered at the top of the page with a 1" margin.

APPENDIX or APPENDICES

It depends on the style used throughout your text whether you use bold or not.
Appendix is used for **one** appendix; **Appendices** for **more than one appendix**.

Appendix A
Consent Form

Begin Appendix here

REFERENCES:

- The word “REFERENCES”, “BIBLIOGRAGHY”, or a similar word or phrase should be used to identify this section of your thesis or dissertation.
- This word will have a 2” top margin.
- The references must follow a consistent style, either one required or recommended by your department, or the style of your choice. The 6th Edition of the APA Publication Manual is a good source to consult if examples are needed.
- **Whichever style is chosen, it must be used consistently throughout the document.**
- All References cited in the text must appear in the reference list and each entry in the reference list must be cited in the text.

REFERENCES