

MASTER'S THESIS AND CREATIVE PROJECT
GRADUATE SCHOOL PUBLICATION MANUAL

2008 - 2009



This manual is printed by the Graduate School and International Admissions office of the University of Northern Colorado. No publication manual can anticipate all potential questions that students may have. Accordingly, staff members in the Graduate School will be happy to respond to students' questions. Please direct inquiries to: Graduate School and International Admissions, Campus Box 135, University of Northern Colorado, Greeley, CO 80639, Phone, 970-351-2831, or e-mail <www.unco.edu/grad>.

PREFACE

Writing a thesis or creative project is a culminating educational experience. The challenges are great—students must integrate information from many perspectives, apply advanced levels of methodological expertise, formulate unique research plans, articulate contributions to prescribed fields of inquiry, and carry out the research with integrity, skill, and tenacity. In the process of conducting the research and working closely with faculty members, students stand to benefit immensely—they can solidify their professional credentials, gain heightened mastery over their subject, learn research methods and professional writing skills, and discover the intrinsic joys of original scholarship.

Staff members in the Graduate School, representatives of Graduate Council, and Graduate Faculty members at the University of Northern Colorado take pride in the high-quality theses or creative projects that graduate students produce. They are also committed to assisting students in their academic endeavors. In this spirit, the University offers this Graduate Publication Manual to provide master's students with information on university requirements for organizing and publishing the finished product.

A significant part of the educational development of advanced professionals lies in becoming competent in writing styles appropriate to the discipline. At the University of Northern Colorado, the appropriate writing style and format for the thesis or creative project is determined, in part, by disciplinary standards. In some cases, a program may select one style manual to use for text, headings, citation, and other general features of format, but use a separate manual for figures. This is acceptable if parameters for use of each are clearly defined, presented in writing to the Graduate School, and approved by the Graduate Dean. Students should verify the style manual adopted by their program, and are responsible for ensuring that the Graduate School has a copy of that manual.

FINAL THESIS OR CREATIVE PROJECT FORMAT

This section will identify and describe typical contents of the final thesis or creative project. Sample pages are provided in the Appendix of this manual. Format for the preliminary pages may differ in various style manuals but the UNC thesis or creative project must conform to these UNC Graduate School requirements. The body of the thesis or creative project may vary from program to program, but these preliminary page, reference list and appendix (if applicable) requirements should be followed. This is a guide to the expected order for the final project.

Copyright Page (Optional)

Copyright exists in “original works of authorship fixed in any tangible medium of expression from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device” (Copyright Act of 1998, 17 U.S.C. sec. 101 et seq., hereinafter the Copyright Act). This means that a thesis is protected by the Copyright Act as soon as the author creates it. Registration of copyright is not required to protect the work against unrestricted distribution of the manuscripts or significant portions thereof.

Many students do wish to register their thesis or creative project formally for copyright in order to establish proof of date and source of authorship. Students can do so by either registering it themselves on the webpage for the U.S. Copyright Office, www.loc.gov/copyright, or by requesting that the copyright be processed by ProQuest Information and Learning (PQIL). A copyright page is required for those working with PQIL and the payment should be made out to PQIL and turned in to the Graduate School with the completed thesis or creative project and required paperwork. The copyright page should include the student’s name in full since the copyright is a legally binding document.

Title Page

Strict conformance with these guidelines are required as a University standard. The date shown should be the month and year in which student will graduate. If registering the copyright, the date, year, and student’s full name must be reflected on this page and must match the information on the copyright page and the abstract. The title must appear exactly the same on the title page and the abstract. Titles should be concise and descriptive. Because the thesis and creative project are often listed only by title and without benefit of the abstract, the title should provide relevant, identifying information regarding topic and content. Abbreviations in titles are unacceptable. We encourage you to keep titles shorter than 240 characters. Longer titles will not fit on the official transcript.

Signature Page

Original handwritten signatures in blue or black ink must appear on every copy submitted to the Graduate School. They do not need to be on any specific paper. Photocopies of signatures are not acceptable. Every copy turned in for binding must have original signatures. It is recommended that you take extra copies to be signed at your defense in case errors are made or you want future copies bound. Professors' names and academic credentials (e.g., D.A., D.M.A., D.M.E., Ed.D., Ph.D., Psy.D, or other specific degree) should be typed below the signature line. Students should confirm that they have accurate information on their committee members' academic credentials.

Abstract

The abstract should include a brief description of the research topic, significance, methods, results, and conclusions in a concise manner. Avoid literature references in the abstract. Be sure to include your name and title exactly as they appear on the title page, as shown in the example. Unless you plan to have your thesis published through ProQuest Information and Learning (PQIL), your thesis should be recorded as an "Unpublished Masters Thesis or Creative Project."

Acknowledgements or Dedication (Optional)

The acknowledgements page is a record of the author's indebtedness (often to faculty members, family members, student colleagues, typists, friends, funding agencies, and others who contributed to the study's completion). This section also includes reference to permission granted to use previously copyrighted materials appearing extensively in the thesis or creative project. Acknowledgements must be written in a dignified manner.

Table of Contents (Organization), List of Tables, List of Figures

The first entry in the Table of Contents is the first page of either the PREFACE (if one exists) or CHAPTER I of the thesis. The Table of Contents should include the exact title of the chapter (and its respective page number) and at least one level of heading. The style of numeral for the chapter numbers must match in the Chapter and the Table of Contents. Most prefer Roman numerals for both. The page numbers should be flush at the right margin. The title for chapters and headings must match the titles that appear in the body of the manuscript.

If tables and/or figures are presented in the body of the thesis or creative project, separate listing for the tables and the figures are required. The List of Tables and or List of Figures should be after the Table of Contents in the preliminary pages.

Preface (Optional)

Normally, there is no cause to include a preface in the thesis or creative project because an introduction is usually contained within the first chapter. Only in cases where

the genesis of the undertaking is important for an understanding of the work, or where the method of research or other aspect of the investigation is out of the ordinary, would a preface be included.

Body of Manuscript

The body of the thesis or creative project consists of the study itself. It should be typed, double-spaced and organized to conform with the selected style manual appropriate to the discipline or type of research conducted. The rules in the Formatting Guidelines of this manual take precedence over all other manuals.

Reference Citations, Reference List, or Bibliography

Reference citations and the reference list or bibliography should be written in accordance with the selected style manual for the discipline or type of research conducted. Graduate School staff will check for accuracy, so please double check your references and citations. Every reference cited must be in the reference list. When you deliver it for review, please let the Graduate School know which manual of style you are using. Unless we're notified otherwise, American Psychological Association will be used as a basis for evaluation.

Appendices

Quality and format should be consistent with requirements for other parts of the thesis or creative project, including margins, page numbering, and reproduction. Reductions must be clear and readable. Each appendix must have a title and a description of its contents on a separate title page. The appendix title and page number must be listed in the Table of Contents.

Alternate Format

If the format that you are using for your thesis or creative project is non-traditional, please gain approval from your advisor before starting. The advisor must submit a request for an exception to the traditional format to the Graduate School before you proceed.

TYPING AND PRODUCTION INFORMATION

The information and guidelines outlined in this manual are designed to supplement style manuals used in the various disciplines and programs. Please call the Graduate School if you have any questions.

Hiring a Typist

The author who chooses to employ a typist is responsible for selection of a competent typist. The Graduate School maintains a list of typists who have extensive experience with our guidelines. No endorsement is implied by the maintenance of this

list, nor are authors restricted to employ the typists whose names appear there, however any typist hired must follow these guidelines.

A competent typist has up-to-date equipment in good repair and is at least as concerned as the author that the Graduate School specifications for the thesis or creative project are reflected in the typed copy. The instructions to the typist should be precise and should include the title of the style manual, which the author must follow for their program, as well as, the style manual from the Graduate School. It is the student's responsibility to ensure that the typist has the appropriate style manuals. It is expected that there will be ongoing communication between the student and typist throughout the process. The student is responsible for approving and proofreading the work prior to turning it in to the graduate school.

FORMATTING GUIDELINES

The following style parameters are mandatory for all UNC Graduate Publications, even though they may conflict with program style manuals. Format from a previously published thesis or creative project may *not* be used in lieu of an appropriate style manual.

Type Face and Quality

- Type face affects the physical appearance of a manuscript more than any single element. No bold font.
- The manuscript will be reduced in size on microfiche, therefore we recommend 12 or 14 point
- The size and style of font should remain the same throughout the entire document. The print should be high quality with dark ink that is consistently clear and dense.

Overall Format

- The left margin must be 1 1/2" to accommodate binding on the entire thesis or creative project, including the preliminary pages. Top, bottom and Right Margins must be one inch.
- No running head (the title or author name at the top or bottom of each page)
- Text justification is not acceptable.
- The first page of each chapter and new section should start 2" from the top of the page. This would include the first page only of each of the following: Abstract, Acknowledgements, Table of Contents, Lists of Tables/Figures, Chapters, and References.

- Italics should be used sparingly for headings, titles, and if necessary for the terms in a "definition of terms" list.
- No bold font should be used.

Paragraphs – Widowed & Orphaned Lines

- When it is necessary to divide a paragraph at the end of a page, at least two lines must appear at the bottom of the page and at least two lines at the top of the following page.
- Most word processing programs have an automatic setting for widows & orphans in the paragraph settings which will catch most issues, however it will not "watch for" headers that are left alone on a page as they are not part of the paragraph.

Line Spacing

- Quotes longer than 3 lines must be block indented and single-spaced.
- Footnotes, if used, should be single-spaced.
- Hypotheses, Research Questions, and excerpts from interviews should be block indented and single-spaced.
- The narrative of the manuscript should be double-spaced.

Figures and Tables

- Figures and tables should follow within one page of the original discussion.
- Text and tables may appear on the same page, however, do not break into the middle of a sentence or paragraph to insert a figure or table, place it at the end of a paragraph.
- Text should not wrap around the side of figures or tables.
- Short tables (less than one-half page) are double-spaced, and should begin and end on the same page – not continue onto the following page.
- Long tables should start at the top of the page and continue to the following page(s) and may be single-spaced.
- Table titles should be placed above the table and numbered in either Roman numerals, or if there are more than ten tables, Arabic numbers are preferred.
- Figure or example titles should be placed outside the figure, two spaces below the figure. Musical examples are to be designated "example" and abbreviated "Ex."

in the caption. Figures are numbered consecutively in Arabic numerals throughout the text.

- Tables and figures in the Appendix must continue the enumeration begun in the text. Appendix table titles should appear in the List of Tables following those listed in the text.
- Multiple tables or figures may be placed on a single page if the titles can be placed in their proper position and if adequate space is provided between tables. If a landscape orientation is used, the bottom of the table should be positioned on the right side of the page, allowing for the 1 ½" margin at the "top" of the table toward the edge and the title oriented to read below the table when it is bound. On the landscape formatted page, the page number should be readable in the same position and reading direction as the text formatted pages.

Headings

The title on the first page of each section (table of contents, acknowledgements, chapter, references) should be placed 2 inches from the top of the page. The chapter title (all caps) should be centered on the third line beneath it. See Sample Pages. Position of the headers should follow rules in the style manual selected by your program; however, the following rules should be adhered to when typing the thesis or creative project:

- A two or more line title should be single-spaced and in inverted pyramid with the first line longest and gradually shorter lines for each.
- A centered heading of more than four inches should be divided into two or more single-spaced lines, in inverted pyramid form.
- A side heading of more than 2 1/2 inches should be divided evenly into two (or more) single-spaced lines.
- If two (or more) headings appear together (without intervening text), a double-space should be left between the headings (2 blank lines), and a double-space should also be left between the headings and the text that follows.

Research Hypotheses and Research Questions

When formal statements of hypotheses are to be included, they should be blocked and single spaced with double spacing between each entry. If there is only one hypothesis or research question, it should not be numbered. If null hypotheses are used, they should be typed H01, H02, and so on. Hypotheses should be numbered H1, H2, etc. and indented as a blocked quotation. For example:

H1 Group study will result in higher achievement scores than individual study.

H2 Practice of a mental function will produce more rapid future learning of that mental function.

H3 Attitudes toward occupational roles will be significantly related to behaviors and expectations associated with those roles.

Many investigations do not use formal statements of hypotheses. For studies that propose research questions, rather than hypotheses, students can block questions with the format used above. For instance:

Q1 How do college-level instructors in mathematics interpret their students' understandings and misunderstandings?

Q2 How do teachers interpret social interactions among children with hearing impairments?

Page Numbering

Preliminary Pages - Roman Numerals

- The preliminary pages should be numbered with lower-case Roman numerals, bottom center of the page.
- The copyright page is not numbered or counted in the page numbering.
- The title and signature pages are assigned numbers, but they do not appear on the pages (see Appendix A). The first number to show on the page should be the Abstract, which begins with the number iii. Thereafter, all preliminary pages must show a number and continue until the first page of the thesis.

Thesis - Arabic Numerals

- Arabic numbers begin with the first page of the Preface or the first page of Chapter I, and continue throughout the study, references, and appendices in the upper right hand corner of the page.
- It is the student's choice whether to number the first page of each chapter.

Titles of Tables and Figures

Titles must be complete and worded exactly as they appear in the text. If explanatory information is added to the title, it is not necessary to place this material in the List of Tables or List of Figures.

FINAL CHECKLIST

Whether or not a typist is employed, it is the author's responsibility to check the thesis or creative project to check and confirm that the following are correct. The final submitted copy must be produced with an accurate, clear, clean copy that will reproduce well. The entire document must satisfy the professional standards maintained by the Graduate School of the University of Northern Colorado.

- Is the author's name identical on the title page and abstract citation? If copyrighting, does the author's full legal name appear on the copyright page, title page, and abstract?
- Is the date at the bottom of the title page the month and year that your degree will be awarded?
- Are all committee members on the signature page? Are all signatures originals, not copies? Studies are not acceptable with unsigned lines or copies of signatures.
- Does the Table of Contents reflect the exact titles, headings and subheadings as they are found in the text? Does it assign correct page numbers? Every time you make changes, recheck the page numbers.
- Do the List of Tables and List of Figures reflect identical titles and page numbers as found in the text?
- Have you changed the proposal wording from future to past tense in the final version of the first chapters?
- Have you numbered the preliminary pages with lower case Roman numerals, and changed the numbering to Arabic numerals on page 1 of the study?
- Check the page numbering and order of pages on the original and all copies of the thesis or creative project. Photocopy machines and office product services are not responsible for the ordering of the pages.
- Does each chapter start on a new page?
- Have you checked for stray headers at the bottom of a page? When headings come near the bottom of the page, they must be followed by at least two lines of text. At least two lines of text must also follow on the next page.
- Have you double-checked the spelling and accuracy of every citation and reference listing? Same names, same years? If they have not been cited in the text, remove the listing from the references.

SUBMITTING YOUR FINAL THESIS OR CREATIVE PROJECT

Defending the Thesis or Creative Project

- Schedule your defense with your committee and the program office according to program requirements for scheduling.
- Have committee members sign an original signature page for each bound copy of your thesis or project. These must be original signatures in blue or black ink. They do not need to be on cotton paper. It is sometimes useful to have extra copies signed in case a mistake is made, you decide to have additional copies bound, or a signature page is damaged.
- If the committee requests changes to the content, the research advisor should wait to sign the signature page until changes are accepted. The graduate school will not accept a thesis for review if the committee has not approved and signed the signature pages.
- If the thesis or creative project is not filed with the Graduate School at least four weeks (28 calendar days) before the student's anticipated graduation date, the student may not graduate until the following semester. (Please refer to the Graduate School web site for the schedule of deadlines.)

Submission of Review Copy

- After defending, you deliver one copy of the thesis/creative project with your signed signature pages to the Graduate School to approve formatting and check all of the references and citations. An electronic copy should be sent to the Graduate School in no more than two MS Word documents (the preliminary pages and the thesis or creative project) or preferably in a pdf document.
- If you can't send an electronic copy, please bring *one* copy of thesis or creative project on plain paper to the Graduate School for approval *prior to* making all of your final copies.
- The review copy is read by two people in the Graduate school for format and to assure that it meets University standards. Corrections are commonly requested at this point, so please wait for final approval from the graduate school before binding copies are printed. We will keep the copy to review and email any changes to you.
- After approval from the Graduate School, deliver final copies of thesis or creative project and the final forms to the Grad School for binding.
 - 1 copy on 25% (or higher) white cotton paper for the Archives, 20 or 24 pound. It should have a watermark (such as Southworth Exceptional Business or Resume paper)

- 3 copies on plain white 20 lb. copy paper.
If you have co-advisors, you need to make 5 copies minimum.
If you want additional copies for friends or family, bring additional copies to be bound. Your UNC account will be charged for the final binding.

Required Final Forms for a Masters Thesis or Creative Project

The final forms can be found on the Graduate School Web site at www.unco.edu/grad. These include:

- Binding Sheet, including a permanent address, phone number and email address which will not change after graduation. If you do move, please contact us so we can get your bound copies of your thesis or creative project to you. We do not have physical space to store them.
- Non-Plagiarism Affirmation
- Publishing is optional for the Master's thesis or creative project. If you do wish to publish, please download Publishing Your Thesis Booklet from the Graduate School website, complete and turn in pages 3-5. If you want to order additional bound copies from PQIL, please include the appropriate pages. (This is totally different from the binding that we do through UNC's binder.)
- PLEASE remember to sign the forms.

Fees

Your UNC student account will be charged when the document is accepted and all paperwork has been cleared by the Graduate School. Payment should be made through the accounting office. Please see the Handling Fee Schedule on the Graduate School Web site for current costs.

EXAMPLE OF COPYRIGHT PAGE

© 2008

FULL LEGAL NAME

ALL RIGHTS RESERVED

Copyright page is not numbered

EXAMPLE OF TITLE PAGE FOR MASTER'S THESIS/CREATIVE PROJECT

UNIVERSITY OF NORTHERN COLORADO

Greeley, Colorado

The Graduate School

TITLE OF THESIS OR TITLE OF CREATIVE PROJECT
FORMAT IN INVERTED PYRAMID IF TWO
OR MORE LINES

A Thesis (or Written Explanation of the Creative
Project) Submitted in Partial Fulfillment
of the Requirements for the Degree of
Master of Arts
Master of Music
Master of Science

Student's Name

College
School
Program

May, 2008
(Month and year that degree is awarded)

EXAMPLE OF SIGNATURE PAGE FOR
MASTER'S THESIS/CREATIVE PROJECT

This Thesis (*Or Creative Project) by: [Student's Name]

Entitled: *Examination Of Work Satisfaction Among Preschool Teachers In Public And Private Schools*

has been approved as meeting the requirement for the Degree of Master of [ie. Arts, Science, Music, etc.] in College of [Education and Behavioral Sciences] in School of [Applied Psychology and Counselor Education], Program of [School Counseling]

Accepted by the *Thesis Committee:

Professor's Name and Degree, Chair or Co-Chair

Professor's Name and Degree, Co-Chair (if applicable)

Professor's Name and Degree, Committee Member

Professor's Name and Degree, Honorary Committee Member (if applicable)

Professor's Name and Degree, Faculty Representative

Accepted by the Graduate School

Robbyn R. Wacker, Ph. D.
Assistant Vice President for Research
Dean of the Graduate School & International Admissions

*(Or Creative Project)

Title page is not numbered

EXAMPLE OF ABSTRACT PAGE

ABSTRACT

Last name, First Name. *Title of the Thesis or Creative Project*. Unpublished Master of * (*Arts, Science, Music, etc.) thesis or creative project, University of Northern Colorado, Year.

The name used on the title page and the abstract must be your legal name and should match the name on your transcript. The title on the abstract must match the title on the title page exactly. The date and year must be the date when the degree is awarded. The abstract is a summary of the manuscript and includes the purpose of the project, pertinent findings, and significance of the paper. As a brief overview, an abstract gives the reader the necessary information that conveys the importance of the manuscript. For an APA style manuscript, the abstract has a maximum of 150-300 words, is easily readable and omits personal pronouns. The word “abstract” is centered above the narrative, followed by the title and the entire text is double-spaced. Key words from the abstract are index words for library search programs. The style selected for the manuscript must be approved by the Graduate School.

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Start numbering with the abstract page, lower case, Roman numeral, iii, center at bottom of the page.

EXAMPLE OF TABLE OF CONTENTS PAGE

TABLE OF CONTENTS

CHAPTER

I.	INTRODUCTION	#
	First Level One Header	
	Second Level One Header	
II.	REVIEW OF LITERATURE	#
	First Level One Header	
	Second Level One Header	
III.	METHODOLOGY.....	#
	First Level One Header	
	Second Level One Header	
IV.	ANALYSIS	#
	First Level One Header	
	Second Level One Header	
V.	CONCLUSIONS AND RECOMMENDATIONS	#
	First Level One Header	
	Second Level One Header	
		#
	REFERENCES	
	APPENDIX A	#

The organization and titles of chapters may be different based upon the basis of your study. This is just a sample of the alignment. It is not required that you put pages for each level of header. You may do it either way, but you must be consistent. If you do not have level two, three or four headers in all chapters, do not list second, third or fourth level headers for any chapters.

EXAMPLE OF APPENDIX TITLE PAGE

APPENDIX A

TITLE OF CONTENTS OF EACH APPENDIX

SAMPLE OF FIRST PAGE OF EACH SECTION AND CHAPTER

CHAPTER I

TITLE OF CHAPTER

Level One Header

Put the text of the chapter on the same page, double-spaced.....

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.....
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