

PLEASE SCROLL DOWN



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PREFACE

Writing a thesis or dissertation is a culminating educational experience for students. 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 and dissertations graduate students conduct. They are also committed to assisting students in their academic endeavors. In this spirit, the University offers this Thesis and Dissertation Manual to provide master's students and doctoral students with information on university policies for organizing and producing theses and dissertations. Specifically, the manual is a guide to presentation (e.g., formatting), procedures (e.g., seeking input from faculty members), and quality (e.g., attaining high standards).

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 master's thesis and dissertation are determined, in part, by disciplinary standards. Students should consult with their advisors if they are not certain of the style manual adopted by their department, and they should check with the Graduate School to ensure that it has a copy of that manual. In some cases, a department 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.

In addition to learning the style manual(s) selected by their department, students need to become familiar with particular formatting requirements from the Graduate School that override style manuals. A student's thesis or dissertation will not conform completely to the style manual selected by his or her department because the style manual will include requirements for a publisher's editorial review that are not appropriate for theses and dissertations. Conversely, theses and dissertations specify requirements that do not apply to manuscripts, as these student products are bound and published in their current forms. This manual specifies the unique requirements of the Graduate School that supersede requirements of style manuals.

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Using the parlance of publishing, the Graduate School recognizes the distinction between “final” manuscript and “copy” manuscript. A final manuscript is a document with a long life span; theses and dissertations are illustrations of final manuscript form (American Psychological Association, 2001). Final manuscripts are essentially published and distributed in present form. Copy manuscripts are temporary documents typically submitted to editors and reviewers; when published,

they are converted into an altered permanent form. Graduate theses and dissertations are considered by the Graduate School to be final manuscripts. As such, they must conform to format guidelines described herein. When exceptions from style manuals are dictated by the Graduate School, students are obligated to adhere to these superseding guidelines. Confusion sometimes arises as style manuals are typically designed for copy manuscripts, even though they are also used, as a foundation, for theses and dissertations. In this manual, attempts are made to clarify those few elements established by the Graduate School as overriding requirements; students with questions should contact the Graduate School. *Source: American Psychological Association (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.*

CHAPTER I

GENERAL FORMAT

In this chapter, basic features of the master's thesis and doctoral dissertation are outlined. At the University of Northern Colorado, master's theses and doctoral dissertations embody high standards in professional presentation, conceptual coherence, and clarity of contribution to existing literature. They also incorporate advanced methodological techniques.

Master's theses and doctoral dissertations, thus, have much in common in their adherence to high standards. However, the two types of research investigations differ in the scope and nature of the research. Master's level research tends to be focused and to have more narrowly defined objectives. Moreover, it is much more common for theses to be structured by the organizational scheme of an article-length manuscript than by the chapter structure of dissertations.

Dissertations are expected to reflect several years of additional academic preparation beyond the master's level. As experts on their topics, doctoral students incorporate greater complexity in all aspects of the research design, from conceptualization of the topic to methods of data collection and data analysis. It is assumed that a doctoral dissertation will employ the most recent research methods and incorporate recent theoretical developments in the student's area of specialization.

Master's Thesis/Creative Project

Thesis/Creative Project Proposal

The requirement of a thesis/creative project proposal is determined by the department. The Graduate School strongly recommends that departmental procedures include the preparation of a proposal and a formal thesis proposal hearing. The proposal should include at least the following information as appropriate to the research project: (a) a statement of the problem or the rationale for the research idea; (b) a review of appropriate literature to establish the context for the research problem or idea; (c) a description of the research participants in the research (or sources of data); (d) a description of instrument, apparatus, or methods of data collection (e.g., questionnaires, interview procedures, observational schemes, journals and artifacts, physiological recordings, tests, and other assessment devices); (e) procedures to be followed in gathering information; and (f) proposed means of analyzing or presenting the data resulting from the study.

Throughout the planning and implementation phases of the thesis work, students should work closely with the faculty member advising them on their research/creative project. In addition to considering academic quality of the research, students must keep in mind that the time limit for completing all requirements for a master's degree, including the thesis (if applicable), is five years.

Final Thesis/Creative Project Format

Master's theses vary substantially depending on the nature of the research conducted. In some cases, master's theses take the form of documents containing multiple chapters. Examples of sample pages are included in Appendix A. In other cases, they are presented as research documents comprised of a single chapter (similar to a journal article). However, all UNC theses are similar in that they include, in one form or another, the following components:

1. *Abstract.* The abstract is a brief description of the investigation (maximum of 150 words). Students should consult their style manual regarding content of abstracts. Generally, abstracts permit authors to distill the basic logic of the investigation into a brief, but understandable, summary. Abstracts typically contain skeletal statements about the topic, methods, evidence, and conclusions. References are usually avoided.

2. *Introduction.* The introduction addresses the research topic, significance, literature review, research questions, and hypotheses (if appropriate).

3. *Methods.* The method section clearly outlines the basic steps taken in the collection of data. Often, methods sections specify the research participants, data collection steps, general procedures, analytical or evaluative methodology, and measurements and their properties (e.g., their validity and reliability, or their qualitative integrity).

4. *Results.* The results section provides the reader with information on the outcomes of the study. The analyses are described (with any appropriate indicators of quality or rigor) and the results of the analyses are presented.

5. *Conclusions.* The results are summarized, and their meaning and implications are considered.

6. *References.* Appropriate assignment of credit for previous research and ideas extracted from literature sources is given.

7. *Appendices.* Supplementary material may be provided, as necessary, to supplement any aspect of the investigation requiring elaboration or substantiation (e.g., raw data, interview protocols, applications to the Institutional Review Board).

8. *Preliminary pages.* Preliminary pages include the title and signature pages. These pages precede the abstract in the final thesis submitted to the Graduate School (see Appendix A for examples).

The requirements for the creative project are essentially the same as for the thesis except for the following components: after a critical introduction of the problem, the creative project is presented in its entirety. A creative project is usually comprised of a musical composition, a novella, or a collection of poems. The creative project is then followed by a bibliography of cited references from the critical introduction.

A copyright page is optional. Students wishing to read about copyright and to register their theses for copyright can refer to the relevant section under "Final Dissertation Format."

Doctoral Dissertation

Dissertation Description

The dissertation is required of all doctoral students. The dissertation demonstrates the capacity for thorough scholarship. It is a product of exhaustive research, critical study, creative thought, and precise writing. Additionally, its plan, methodology, research procedures, and conclusions reflect maturity and coherence of thought. No two dissertations are alike; the variance between dissertations is explained by specialized needs between and within disciplines, as well as the originality of the topic and presentation.

Each dissertation requires three major tasks: topic identification and conceptualization, data collection and analysis, and written presentation. For some program areas, additional tasks are required, such as presenting disciplinary material in other forms besides written exposition (e.g., musical performances).

First, the planning and selection of a topic is initiated with the research advisor. It is essential that students who approach the dissertation are competent in the field or discipline they study and thoroughly familiar with relevant literature and scholarship. Graduate Faculty members expect a student's dissertation research design or approach to be conceptually sound and original. The problem to be examined is significant, that is, drawn from the student's critical review of appropriate literature. Planning also reflects awareness of the feasibility of the project. For example, students must be able to complete the project with accuracy and integrity within the constraints of existing faculty expertise and financial resources. Additionally, students must keep in mind that the time limit for completing all requirements for a doctoral degree, including the dissertation, is eight years.

The second set of tasks pertain to the research processes, including collection and analyses of data. The quality of the research design reflects the student's overall grasp of research within his or her discipline. The project should represent the best research techniques and data analyses the field has to offer. Students must collect data carefully, with attention to maintenance of high standards. The information gathered and analyzed during this stage of the project should provide the basis for reasonable conclusions and new questions for continued research on the topic.

The third set of tasks is the actual writing. The student has the obligation to present his or her reasoning, interpretations of the literature, rationale for the study, methods, and conclusions clearly and concisely. The finished product demonstrates high levels of quality, indicative of published work in the discipline.

Doctoral Dissertation Proposal

A dissertation proposal is required of all doctoral students and is one of the requisite steps to doctoral candidacy. The required format of the proposal can vary from one program to another. One common format is to encompass three chapters of the dissertation: introduction, literature review, and methods. Another common format is a briefer, concise statement of the research problem, proposed methodology, and relevant literature. This latter format can be more appropriate for some kinds of qualitative dissertations (methods for attaining high standards will be clarified in the proposal, but the research design may be somewhat fluid, contingent on emergent results and researcher

interpretations in the field). All proposals include a description of the data to be collected and a *basic* plan for data analysis. As proposal formats can vary, the student should be prepared to provide all members of the committee with an outline of the intended proposal to insure that the proposal will meet expectations of all members. Additional information on the sequence of events in the dissertation (proposal to defense) is included in Chapter III of this manual.

Final Dissertation Format

This section will identify and describe the contents of each section of the final dissertation. Examples of the preliminary pages are provided in Appendix A. Format for these preliminary pages may differ from various style manuals but *must conform* to instructions in this section and Chapter II of this manual, "TYPING AND PRODUCTION INFORMATION" (also available on Graduate School website: <www.unco.edu/grad/forms>).

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, 17 U.S.C. sec. 101 et seq., hereinafter the Copyright Act). This means that a thesis or dissertation 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.

However, many students do wish to register their theses and dissertations 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 (formerly Bell & Howell and University Microfilms International). A copyright page is required for those working with Proquest Information and Learning, and the \$45.00 fee needs to be submitted to the Graduate School with the completed thesis or dissertation. The copyright page should include the student's name in full since the copyright is a legally binding document.

Title Page

Sample title pages are shown in Appendix A. This page may deviate from some style manuals. However, strict conformance with typing instructions is required as a University standard. The date shown should be the month and year in which student completes all degree requirements and will graduate. If copyrighting, the student's full name must be reflected on this page and must match the name on the copyright page and the abstract. The title must be exactly the same on the title page and the abstract. Titles should be concise and descriptive. Because dissertations 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.

Signature Page

Sample signature pages are shown in Appendix A. Original handwritten signatures in blue or black ink must appear on all copies submitted to the Graduate School. Photocopies of signatures are not acceptable. 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

A sample abstract page is shown in Appendix A. Care must be taken in the preparation of the abstract since doctoral abstracts will be published in *Dissertation Abstracts International* without further editing or revision. The abstract should include a brief description of the research topic, significance, hypotheses, results, and conclusions in a maximum of 350 words. Avoid literature references in the abstract. Proquest Information and Learning will not accept abstracts over the 350-word limit and will return abstracts to the author for revision.

Acknowledgments (Optional)

The acknowledgments 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 dissertation. Acknowledgments must be written in a dignified manner.

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

A sample Table of Contents page is shown in Appendix A. The first entry in the Table of Contents is the first page of either the PREFACE (if one exists) or CHAPTER I of the dissertation. The Table of Contents should include the title of the chapter (and its respective page number) and at least one level of heading (numbered or not depending on the student/committee preference).

The organizational model shown in the Table of Contents template in Appendix A fits some methods well and may not be suited for others. Students are encouraged to work closely with their Research Advisors and committee members to determine the structure that is appropriate for their investigation. For example, a student conducting a qualitative dissertation may decide, with endorsement from his or her advisor and committee members, that the presentation of the "results" would be better arranged into several separate chapters organized around individual case studies or themes. As another illustration, a dissertation critique of a treatise in a language other than English might include a separate chapter with a translation of the work. Special permission is *not* needed from the Graduate Dean or Graduate Council for students to formulate chapter titles that depart from the template included in Appendix A. Students can negotiate the titles and ordering of chapters with Research Advisors and other committee members.

If tables and/or figures are presented in the text, separate pages listing the tables and the figures are required. They are placed after the Table of Contents in the preliminary pages.

Preface (Optional)

Normally, there is no cause to include a preface in the dissertation 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 and explanation is required, would a preface be included.

Text

The body of the dissertation consists of the study itself, typed and organized to conform with the selected style manual appropriate to the discipline or type of research conducted. When this manual specifies exceptions that override style manuals, these exceptions are mandatory format requirements (e.g., see Chapter II regarding headings and margins).

References and Reference List/Bibliography

Reference citations and the reference list/bibliography should be in accordance with the selected style manual for the discipline or type of research conducted.

Appendices

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

Alternative Dissertation Format

Staff of the Graduate School and faculty members of Graduate Council realize that a single structure is not an adequate organizational heuristic for the entire range of dissertations conducted at the University of Northern Colorado. Students must choose and utilize an acceptable, workable format for organizing their dissertations. A model that has been used widely at UNC is included in Appendix A (“Example of Table of Contents Page”). Deviations from that model that do *not* require Graduate School permission are discussed under the previously presented section: Table of Contents (Organization), List of Tables, List of Figures (see p. 6).

Formats that deviate from the spirit and contents of this manual *do* need to be reviewed and approved by the Graduate Council and Graduate Dean prior to use. For example, previously a department requested that students be permitted to precede a traditionally formatted dissertation with an article-length summary of the investigation (this format was approved as an acceptable alternative format). This format is now a viable format option used successfully by several doctoral programs on campus. As another illustration, departments wishing to permit students to group their previously published research articles into an integrated compilation, supplemented with a commentary of common themes in the articles, would need to request approval for an alternative format (this particular format has not been submitted, but it provides an example of the kind of alternative format needing review).

Students seeking approval for an alternative format should submit an explanation and justification of the alternative format to the Research Advisor. The Research Advisor will forward his/her recommendation, along with a recommendation from the Department Chair or Division Director, to the Graduate Council. The Graduate Dean will make the final decision. Students should *not* initiate plans for an alternative-format dissertation until approval has been obtained from the Graduate Dean. Unless alternative style parameters are included in the request for approval, students should follow all style requirements set forth in this manual.

CHAPTER II

TYPING AND PRODUCTION INFORMATION

In this chapter, instructions are offered for typing and producing the master's thesis and doctoral dissertation. As part of this exposition, style requirements of the Graduate School that override guidelines of style manuals are described.

Master's Thesis and Doctoral Dissertation

Style Manual

The information and guidelines outlined in this manual are designed to supplement style manuals used in the various disciplines and departments. In case of conflict, requirements in this manual take precedence. Any questions should be referred to the Graduate School.²

The Preface to this manual indicates that there are reasons why UNC has a few requirements that take priority over some requirements of style manuals. The following style parameters are mandatory for UNC theses and dissertations, even though they conflict with many style manuals.

1. All chapter headings are positioned 2" from the top of the page.
2. Hypotheses and research questions are blocked and single spaced.
3. The remainder of the manuscript is double spaced (with selected exceptions specified in style manuals, e.g., single spacing for excerpts from interviews).
4. No running heads are used.
5. Figures and tables are incorporated into the text.
6. The left margin must be 1 1/2" to accommodate binding.

²

A thesis or dissertation author may *not* use a previously submitted thesis or dissertation in lieu of an appropriate style manual. An earlier thesis or dissertation will *not* be accepted by the Graduate School as a justification for errors in the author's own thesis or dissertation.

7. Hyphenation should be used sparingly and only if gaps in the text or a ragged right margin would occur otherwise. Right justification is acceptable only if there are no wide gaps between words in the text or it is not glaringly apparent that it is being used.

Other exceptions to the style manual adopted by the student's department need to be approved first by the student's Research Advisor and doctoral committee, and second by the Graduate Dean prior to use by the student. The student's Research Advisor should make a written request to the Graduate Dean on behalf of the student and committee.

Margins

The left margin must be 1 1/2 inches to allow for binding. The top, bottom, and right margins must be one inch. This leaves a typed area of 6 by 9 inches. If you cannot include a word in its entirety or correctly hyphenate it without intruding into the margin, place the complete word on the next line. Correct settings on word-processing systems will take care of this format need. Standard margins must be observed on tables, illustrative materials, bibliography, and appendices.

Students must exercise particular care with margins when photocopying material. Photocopy reproduction can result in a slight enlargement; therefore, students should confirm that duplicated material maintains specified margins. Failure to maintain margins would result in a cropped copy during the microfilming process, and would thus result in a product unacceptable to the Graduate School.

Type Face and Quality

Type face affects the physical appearance of a manuscript more than any single element. Because the manuscript will be reduced in size on microfiche, font sizes should be no smaller than 10 points. Twelve or 14 point is recommended, though appropriate appearance will depend on style of font and the computer system employed. The print should be letter quality with dark black characters that are consistently clear and dense. The Graduate School recommends use of a good-quality laser printer.

Paper, Quality of Copy, and Reproduction

After the thesis or dissertation has been approved by the research committee, a final copy of the approved thesis or dissertation must be presented to the Graduate School for editorial review. Once the Graduate School approves the thesis or dissertation, the author must present the original plus three photocopies to the Graduate School. The Graduate School encourages students to have the style format approved by its staff *prior* to making photocopies. Failure to do so may result in delays and additional expenses for students.

The original must be printed on 20 pound Permalife Bond Paper, an archival quality paper which is watermarked and acid free. The three photocopies are to be reproduced on 20 pound photocopy paper. All pages of the original copy must be printed or typed on the same brand of paper. All *copies* must be reproduced on the same brand of photocopy paper. The original will be placed in the archives at Michener Library and one copy will be available for circulation and interlibrary loan (stack copy will be at Michener or Music Library). In addition, one copy will be sent to the Research Advisor and one copy will be returned to the student. In addition to the original and three photocopies of the thesis or dissertation, one additional photocopy of the abstract and the title page must be

submitted. These are used by Proquest Information and Learning (formerly Bell and Howell and University Microfilms International) and the Graduate School for processing the thesis or dissertation.

Paragraphs

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.

Research Hypotheses and Research Questions

When formal statements of hypotheses are to be included in the dissertation, they are typically blocked and single spaced with double spacing between each entry. Hypotheses should be numbered H1, H2, etc. and indented as a blocked quotation. If null hypotheses are used, they should be typed H01, H02, and so on. 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?

Tables

Material presented in columnar arrangement, either vertical or horizontal, is designated in the thesis or dissertation as a table. Short tables (less than one-half page) are double-spaced; long tables can be single-spaced. A long table should start at the top of the page and continue to the following page(s). Short tables should begin and end on the same page and should not begin at the bottom of one page to be continued on the next page. A table should appear in its entirety in the text after it is first mentioned and usually no farther than the following page. Text and tables may appear on the same page. Students should aim to eliminate extraneous space on the page before or after the table. Table titles should be placed above the table and numbered in either Arabic or Roman numerals. If there are many tables, Arabic numbers are preferable. Tables 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 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 placed on the right side of the page, allowing for proper margin. In this case, the page number should appear in the usual position and the title must be oriented to read with the table.

Figures

Any diagram, drawing, graph, chart, map, photograph or other type of illustration is designated in the thesis or dissertation as a figure. A figure or example should appear in the text as closely as possible to the point it is first discussed, usually no farther than the following page. 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. Appendix figures must continue the enumeration begun in the text.

Multiple figures may be placed on a single page if the titles or captions can be placed in their proper position and if adequate space is provided between figures. Figures placed in landscape orientation should have the bottom of the figure on the right side of the page, allowing proper margin, and the title must be oriented to read with the figure. The page number should appear in the usual position.

Photographic Reduction

If a large figure or table must be reduced by photographic process, the title or legend and page number must be in the same size font as the text. Lettering on the reduced table or figure must be large enough to be legible. The reduced figure and/or table must be centered within the page margins.

Illustrative Materials

Tables, charts, graphs, maps, diagrams, and original illustrations included in a dissertation are reproduced by the same method as the text. Graphs, drawings, maps, and other illustrations should be printed on paper approved by the Graduate School. If necessary, the illustrations may be reduced to conform to margins specified for the text. When photographs are a part of a dissertation, all copies of the dissertation must have original photographs and/or colored materials. Students should consult the Graduate School about an acceptable process for reproducing oversized materials.

Pagination

Roman Numerals

The preliminary pages should be numbered with lower-case Roman numerals. The copyright page is *not* numbered. The title and signature pages are assigned numbers, but they do not appear on the pages (see Appendix A). Thereafter, all preliminary pages must show a number. The lower-case Roman numerals should be centered between the margins 3/4 inch from the bottom of the page.

Arabic Numerals

The Arabic numbers begin with the first page of the Preface or the first page of the text (depending on discipline and format) and continue throughout the study, appendices,

and bibliography. Arabic page numbers should be placed 3/4 inch from the top of the page and one inch from the right hand side of the paper.

In the event that a page showing a figure lacks space for the legend, an extra facing page shall be inserted in front of it. The information is typed on the inserted page so that it faces the figure. The binding (right hand) margin must be 1 1/2 inches. This facing page is neither counted nor numbered.

Preliminary Pages

The title, signature, and abstract pages are required of all theses and dissertations that are submitted to the Graduate School for approval. Examples of these pages are located in the Appendix.

Headings

If the paper is divided into sections termed "chapters," the chapter number (e.g., CHAPTER I) appears 2 inches below the top of the page, and the chapter title (in caps) is centered on the third line beneath it. The style manual should be followed for order of headings; however, the following rules should be adhered to when typing the thesis or dissertation:

- 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 more or less 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, and a double-space should also be left between the headings and the text that follows.

Titles of Tables and Figures

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

Publication and Binding Fees

The following fees will be assessed when the document is filed in the Graduate School (subject to change based on increases in costs for binding, microfilming, and publication):

Binding and mailing

The original and three copies minimum required **\$15.00 per copy**
Additional charges may be assessed for oversized copies.
Other bound copies are the responsibility of the author.

Microfilming and publication fee **\$75.00**

Copyright fees are to be paid with a separate check made out to Proquest Information and Learning in the amount of \$45.00. An example of the

copyright page is found in Appendix A.

Microfilming and Copyrighting

Doctoral students are required to have their dissertations published by Proquest Information and Learning, which also offers dissertation copyrighting services. Students are *not* required to copyright their dissertations. If a master's student wishes to copyright his or her thesis, the same microfilming and publication fee is assessed, along with the copyright fee of \$45.00 made payable to Proquest Information and Learning.

CHAPTER III

ROLES AND RESPONSIBILITIES

In chapter III, students will find policies regarding the roles and responsibilities of students, committee members, and campus units. Separate guidelines are offered for students working at the master's and doctoral levels.

Master's Thesis and Creative Project

The master's thesis is required by some departments and programs, but is optional in others. The master's thesis should constitute a contribution to the field of knowledge. No multiple authorship is accepted. Originality is desirable but not required in all programs, because well-conceived replication studies are sometimes acceptable at the master's level. The master's thesis must demonstrate the ability to clearly define a worthwhile problem, conduct thorough investigation, organize and logically present data, and draw defensible conclusions. The basic research idea should originate with the author. Master's theses in the arts and humanities may take the form of recitals, concerts, art exhibitions, compositions, poetry, or other creative endeavors (check with individual departments for more information).

Roles and Responsibilities of Students, Committee Members, and Units

Student

The author bears primary responsibility for the master's thesis from the inception of the idea to the preparation of the final manuscript. The author is also responsible for insuring that the submitted thesis meets accepted standards for scholarly writing, including grammar, spelling, and punctuation. Thorough proofreading of the submitted manuscript, at all stages of the thesis process, is a responsibility of the author, not a professional typist. The author should become familiar with all relevant guidelines and regulations detailed in this manual and the Handbook of Graduate Education. It is the joint responsibility of the author and Research Advisor to be certain that the research satisfies all university expectations and regulations.

Research Advisor

The Research Advisor is the main coordinator of the thesis. It is assumed that the author will work closely with the Research Advisor in developing the idea, designing the research, and in writing and editing a proposal (if applicable) and final manuscript before they are presented to the committee members for review. Only completed manuscripts will be presented to the committee for review unless there is prior agreement among the committee members. However, committee members should be available to consult with the Research Advisor and author throughout the thesis process. A manuscript distributed to the committee should represent the quality of research and writing acceptable to the Research Advisor.

Research Committee

A master's committee is comprised of at least two Graduate Faculty members. Committee assignments are the responsibility of the department. The Research Advisor should direct the research and the committee member should be available for consultation. The committee has the responsibility to approve or reject the final draft of the thesis. A master's thesis must be signed by at least two Graduate Faculty members before being submitted to the Graduate School for final approval by the Graduate Dean.

Approval of Institutional Review Board and Institutional Animal Care and Use Committee

All research conducted by students of the University of Northern Colorado that involves human participants, or data derived from human subjects, must be reviewed and approved by the Institutional Review Board (IRB) prior to any data collection. The IRB packet with instructions for this process is available on the university website: <www.unco.edu/sparc/forms/irbforms>. The Research Advisor must review and approve the student's IRB proposal prior to submitting the materials to the IRB.

Research involving animal subjects must be reviewed by the Institutional Animal Care and Use Committee (IACUC); students should contact the Office of Sponsored Programs and Academic Research Center for protocol instruction.

The Graduate School

The Research Advisor, committee members, and Graduate Dean monitor theses to ensure that accepted standards of scholarship, format, and exposition are maintained and that they conform to requirements set forth in this manual. The Graduate Dean is the final person to sign a thesis.

Doctoral Dissertation

The dissertation is required for all doctoral programs. High standards of scholarship, breadth, and depth of study are expected of all doctoral dissertations regardless of the degree program. The dissertation shall pertain to a significant topic in the candidate's major subject field. Students must demonstrate the ability and imagination to engage in independent thought and present results in a coherent form. In certain cases, where the scope and significance of the research demand it (such as in large-scale, externally-funded research projects), several independently prepared and evaluated dissertations may stem from the same research effort; however, a multiple-author dissertation is not acceptable.

The quality of a dissertation is reflected in the following: (a) formulation of a significant, researchable problem; (b) knowledge of pertinent literature; (c) selection and design of appropriate methodology; (d) organization and presentation of data and argument (relevant to the research problem or questions introduced); (e) derivation of defensible conclusions; and (f) articulation of an original contribution to the field of inquiry. Matters of grammar and word use, format, and mechanical execution of the dissertation are also integral to its quality and acceptability. The goal of the dissertation is to make a significant, original contribution to knowledge. In every respect, the document is to be of publishable quality. A dissertation should represent, where appropriate, the most advanced or recent methodologies, theoretical advances, and innovations in the discipline.

Because specific guidelines for dissertations vary among degree programs, the student is urged to consult detailed dissertation procedures and policies prepared by individual programs or departments. However, summarized below are some general expectations associated with the different types of doctoral degrees.

The Ph.D. dissertation must demonstrate the candidate's mastery of the area of his or her research. It should embody the results of an original investigation in the principle field of study. The dissertation must exhibit a high level of expertise and mastery of a specialized topic. The investigation must provide a potential contribution to knowledge sufficient in importance to warrant the publication and dissemination of its results.

As practitioner degrees, the D.A., Ed.D., and Psy.D. dissertation requirements may differ from those of a Ph.D. In this regard, the research effort may emphasize the candidate's competence or capability to apply existing research effort to significant educational, artistic, or practitioner-oriented problems encountered in the candidate's field. In all cases, this application of existing knowledge must constitute an original contribution to the field or discipline.

Roles and Responsibilities of Students, Committee Members, and Units

Student

The author bears primary responsibility for the doctoral dissertation from the inception of the idea to the preparation of the final manuscript. The author is also responsible for insuring that the submitted dissertation meets accepted standards for scholarly writing, including grammar, spelling, and punctuation. Thorough proofreading of the manuscript, at all stages of the dissertation process, is a responsibility of the author, not a professional typist. The author should become familiar with all relevant guidelines and regulations detailed in this manual and the Handbook of Graduate Education. It is the joint responsibility of the author and Research Advisor to be certain that the research satisfies all university expectations and regulations.

Research Advisor

The Research Advisor assumes major responsibility to work directly with the student throughout all phases of the research project and is the student's main consultant and advocate. Potential members of the research committee, including possible Faculty Representatives, should be reviewed and cleared with the Research Advisor with the goal of maximizing needed faculty expertise related to the proposal research (see Handbook of Graduate Education for additional information about committee composition).

The Research Advisor challenges the candidate to anticipate theoretical, practical, and methodological complications that are likely to be encountered. All aspects of the research will be thoroughly discussed and debated with the research advisor to determine ways of addressing theoretical and methodological problems. The student will submit draft manuscripts to the Research Advisor for editorial feedback. Unless alternative arrangements have been made with committee members, the manuscript should not be distributed to other committee members until the research advisor determines that it is ready to defend. Therefore, the quality of the proposal or dissertation is a direct reflection of the standards of acceptance of the Research Advisor.

When a candidate consults another member of the committee during the development of the research questions and method, the Research Advisor should be present or discuss the meeting with the candidate (or at least be informed of the advice offered to the student during the meeting). This procedure will protect the student from inconsistent guidance and incompatible recommendations. If contradictory information is given to the student, the Research Advisor and student will take steps to resolve the inconsistencies.

The Research Advisor conducts the proposal and dissertation defense meetings. General procedures will be discussed with the student candidate prior to the defense meeting. Typically, the candidate is asked to review the dissertation project and is then questioned by the committee. The Research Advisor should have several prepared questions to insure a high quality discussion format for the meeting.

In the event that the dissertation is accepted with conditions, the Research Advisor is responsible for summarizing in writing any special conditions to be met by the student prior to final acceptance of the dissertation. If the committee decides not to reconvene, the Research Advisor will insure compliance with the conditions agreed upon during the defense.

Co-Research Advisor

The Co-Research Advisor arrangement works in one of the following ways:

1. The Co-Research Advisors both carry the Doctoral Research Endorsement and both have relevant expertise applicable to the dissertation topic. They work as a team of equals in guiding the student through the dissertation process.
2. A faculty member who lacks Doctoral Research Endorsement may be appointed as Co-Research Advisor by the Graduate Dean on a doctoral committee along with another Advisor who holds the Doctoral Research Endorsement (the faculty member who lacks Doctoral Research Endorsement shall have Graduate Faculty status). The faculty member holding the Doctoral Research Endorsement may act as either a mentor or as a consultant to the faculty member who does not hold endorsement, whichever seems most appropriate. Agreement regarding adoption of the mentor or consultant role should be established at the outset of the dissertation process.

Committee Members

Committee members are members of the Graduate Faculty (or Graduate Lecturer if the primary assignment is to become a committee member); they are responsible for making a thorough review of the proposal and dissertation manuscript. Each member will be familiar with the manuscript prior to the defense meetings and prepared to discuss concerns during the defense. It is incumbent on the student and Research Advisor to ensure that all content and methodological expertise needed for the student's investigation is present on the committee. Although four committee members are required for the doctoral dissertation, additional committee members may be added to the committee by the student and Research Advisor for their content or methodological assistance.

When being asked to be a member of a student's dissertation committee, a faculty member will generally inquire into the student's (and Research Advisor's) expectations. The committee member should be willing to provide the student with the necessary time and

support for the anticipated consultation.

When possible, committee members should resolve conflicts of values and professional opinions directly with other committee members or Research Advisors outside of defense meetings.

Faculty Representative

A student's research committee will include a Faculty Representative who is nominated by the Research Advisor and approved by the Graduate Dean. To be nominated, a prospective Faculty Representative must

1. be an approved Graduate Faculty member,
2. be selected from an academic unit outside the student's Department or Division and preferably outside his or her College,
3. have either content or methodological expertise that will add to the examination or dissertation process,
4. be a full-fledged member of the dissertation committee with all the rights and responsibilities of other committee members,
5. be present at all examination sessions, formal hearings and/or dissertation defenses,
6. be allowed opportunity, equal to all other committee members, to direct questions to the student during examinations, hearings, and defenses,
7. be a full voting member in all decisions made by the student's committee.

Including a Faculty Representative on comprehensive examination and dissertation committees extends students' scholarly enterprise into the larger academic community and promotes a university-wide perspective, broadening the target audience for the student's scholarly expression to include the entire university community. The intended public is clearly academic and scholarly but is also diverse, as represented by the many specializations within the University. A scholar should be able to address not only members of his or her own specialty but also scholars from other fields.

The Faculty Representative is an active member of the committee, contributes substantively to the research, and shares with the other committee members the responsibility of ensuring the quality of the student's research and written presentation.

All Committee Members

Each member incurs responsibility to serve as consultant regarding content and methodology, and to provide editorial feedback. As a consultant, the committee member is expected to provide time, when called upon, to discuss issues pertinent to the dissertation with the student. As an editor, the committee member is expected to review the proposal and dissertation copy for accuracy, coherence, and quality. Each committee member shares responsibility for evaluating the quality of the proposal and final product and for giving

critical feedback to the student. Signing the dissertation reflects a faculty member's approval of the professional quality of the research and written manuscript.

During the proposal and dissertation defense meetings, the student may expect all members of the committee to pose questions. Each member will have prepared several questions from which to select his or her contribution to the discussion. Members are expected to provide editorial comments on their copies of the dissertation to guide subsequent revisions.

Approval of Institutional Review Board and Institutional Animal Care and Use Committee

All research conducted by students of the University of Northern Colorado that involves human participants, or data derived from human subjects, must be reviewed and approved by the Institutional Review Board (IRB) prior to any data collection. The IRB packet with instructions for this process is available on the university website: <www.unco.edu/sparc/forms/irbforms>. The Research Advisor and committee must review and approve the student's IRB proposal prior to submitting the materials to the IRB.

Research involving animal subjects must be reviewed by the Institutional Animal Care and Use Committee (IACUC); students should contact the Office of Sponsored Programs and Academic Research Center for protocol instruction.

Dissertations: Proposal to Defense

Establishment of Committee

The student should consult with the Research Advisor as to the composition of the research committee and the appropriate time to register for departmental prefix 797, Dissertation Proposal. The same committee will serve as program committee and research committee unless departmental policies dictate otherwise. If there is to be a difference in the doctoral committee structure for the oral comprehensive examination and the dissertation research, the student must submit a change of committee form to the Graduate School, signed by the student's Research Advisor and new committee members, describing the changes in the makeup of the committee. Occasionally it may be necessary to make changes to the committee at other times. Research Advisors and students who wish to make changes should contact the Graduate School. Students who have irreconcilable disputes with their Research Advisor should contact the College Dean or the Graduate Dean.

Preparation of Proposal, Proposal Hearing, and Completion of Research

Students should prepare their dissertation proposals in collaboration with their Research Advisors. Dissertation proposals and proposal hearings are required for all doctoral students. Other committee members are to be consulted when appropriate but the major interaction and editorial work are usually with the student's Research Advisor. Students should avoid sending portions of the dissertation proposal to all committee members for their review and comment. Unless otherwise arranged by the committee members, only completed copies of the proposal or dissertation are to be distributed and reviewed by the committee.

The Graduate School recommends that the proposal be presented to the student's entire committee at least three weeks prior to the scheduled formal proposal hearing. Arrangements for a hearing room are made with the Research Advisor. Students must make sure all committee members are available and aware of the time and place. The Faculty Representative must be present at the proposal hearing, which is a public hearing open to the academic community.

During the proposal hearing, committee members will direct questions to the student and point out concerns regarding the proposed project. It is a good idea for the student to take careful notes of all comments and concerns made and then review the notes with the committee before the hearing is over to insure that all the requested changes are included on the list. It will be the student's responsibility, in consultation with the Research Advisor, to address those concerns in a revised proposal. The Graduate School recommends that the student summarize the changes that have been incorporated into the revised proposal to assist the committee in identifying and locating the changes that have been made.

The revised proposal should then be circulated with a signature page to committee members for review and signature if they approve of the revisions. A second committee meeting is optional but could be required by the committee due to the extensive nature of the expected changes or to expedite the approval process. All committee members' signatures are required.

The approved proposal is then submitted to the Graduate School. All doctoral students must submit a paper copy of the signature page with signatures from all committee members. Students must also assume responsibility for maintaining their own paper copy of the entire proposal in a secure location until the time of their graduation. Students have the option of submitting a paper copy or electronic copy of the proposal narrative to the Graduate School. Doctoral students who elect to submit an electronic copy of their proposals must remain prepared to submit a paper copy at any time if requested to do so by the Graduate School or by a member of their committee. Students wishing to submit electronic copies should submit the proposal on high-quality floppy, zip, or compact disk and send the proposal as an e-mail attachment to the Graduate School (check with Graduate School regarding particular e-mail address). A description of the operating system and word processing system should accompany electronic submissions.

The Graduate School will consider the proposal to be accepted unless the Graduate Dean would object to the proposal. If the Dean objects, the proposal would be sent to the student and Research Advisor with specific written requests for revision. After submitting the dissertation proposal to the Graduate School, students may then register for departmental prefix 799, Doctoral Dissertation. Approval from the appropriate institutional review board (IRB for human subject research or IACUC for animal research) must be obtained prior to collecting data for the dissertation.

The student will complete the project and write the dissertation in close collaboration with the Research Advisor.

Dissertation Defense

When the Research Advisor and student determine the written document is ready for defense, the student will submit a Request to Schedule a Doctoral Examination form to

the Graduate School to request a defense date. The Graduate School will send the Research Advisor a copy of the confirmed schedule and the Results of Dissertation Defense evaluation form. The scheduled defense date must be at least two weeks (14 calendar days) following the request to allow for publicizing the defense to the academic community. Requests for defense submitted more than two weeks in advance are welcomed and appreciated. The defense must occur at least five weeks (35 calendar days) before the anticipated graduation date, or the student cannot graduate until the following semester (please refer to the list of Graduate School deadlines found on the Graduate School website: <www.unco.edu/grad/forms>).

Prior to the date of the defense, the Research Advisor should discuss the nature and purpose of the dissertation defense with the student. Generally, the student is instructed to prepare a brief description of the entire study from the purpose to the results and discussion. The committee is free to ask any questions pertaining to the dissertation. The student is expected to understand all aspects of the study including the data analyses and theoretical implications. The student should understand the procedure or logic followed in the data analyses even if he or she contracted the services of a statistical consultant to complete the analyses. The committee will expect the student to demonstrate himself or herself as an expert on the topic of the dissertation.

The student should bring copies of the signature pages for the dissertation to the defense in the event that the committee evaluates the performance as pass. Committee members can then sign the evaluation form and the signature pages. The dissertation committee will evaluate the student's performance at the defense as well as the written dissertation as a pass, pass with conditions, or failure on the Results of Dissertation Defense form.

The dissertation defense is a public hearing open to the academic community. All members of the graduate faculty may attend the defense and may ask questions of the student after the committee members finish their questioning. The Faculty Representative must be present at the dissertation defense.

If the student passes the defense, the Research Advisor shall obtain the signatures of the research committee members on the Results of Dissertation Defense form and submit the form to the Graduate School. The student shall proceed to make any corrections required by the research committee and submit the corrected dissertation to the committee members for their signatures. The student must provide all necessary copies of the signature page.

If the research committee requires the student to "meet stated conditions," the Research Advisor shall list the conditions on the Results of Dissertation Defense form, obtain the signatures of the committee members on the form, and submit the form to the Graduate School. The list of conditions must include a statement regarding the number of additional defense meetings authorized and the amount of additional time allowed by the research committee.

If the student subsequently satisfies the stated conditions, the Research Advisor shall obtain the original Results of Dissertation Defense form from the Graduate School, shall obtain the signatures of the research committee members on SECTION II of the form indicating approval, and resubmit the form to the Graduate School. The student shall proceed to make any corrections required by the research committee and submit the

corrected dissertation to the committee members for their signatures.

If the student does not meet the stated conditions, the Research Advisor shall obtain the original Results of Dissertation Defense form from the Graduate School, shall obtain the signatures of the research committee members on SECTION II of the form indicating that they do *not* approve, and resubmit the form to the Graduate School. The Graduate School shall then notify the student that the degree program is terminated.

If a student fails the defense, the Research Advisor shall obtain the signatures of the research committee members on the Results of Dissertation Defense form and submit the form to the Graduate School. The Graduate School shall then notify the student that the degree program is terminated.

Filing the Dissertation

Upon completing any necessary revisions and successful approval of the dissertation by the student's committee, one copy of the final dissertation is to be submitted to the Graduate School. The Graduate School will conduct an editorial review to check for grammar and spelling. The student will then be asked to make revisions and/or submit the additional three copies of the final dissertation for the Dean of the Graduate School to sign. The dissertation is not approved until signed by the Graduate Dean.

The original and each additional copy must contain a signed approval sheet and a 350 word abstract. (Proquest Information and Learning will not publish an abstract that exceeds the 350 word limitation.). Furthermore, the student must submit one extra copy of the title page and an abstract to the Graduate School for publication purposes.

If the dissertation 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 list of deadlines: <www.unco.edu/grad/forms>.)

Upon filing the dissertation, the Graduate School will require each doctoral student to complete specific forms related to the dissertation and graduation and to pay the current fees for binding, mailing, microfilming, and publishing the dissertation. All four copies of the dissertation will be bound. The dissertation will be microfilmed and the abstract will be published in *Dissertation Abstracts International*.

Objection to the Dissertation

If a dissertation is filed with all but one of the signatures of the research committee members, the Dean of the Graduate School or his or her designee will ask the non-signing member if he or she wishes to enter a formal objection(s). It is the faculty member's responsibility to file a written objection, as an expression of specific concerns, should he or she continue to hold reservations after other members have signed and the student has indicated completion. If a formal objection is filed, the Dean of the Graduate School will appoint a review committee to assess the specific objection(s) of the dissenting dissertation committee member. If the review committee rules that the objection(s) does not justify the rejection of the study, the chairperson of the review committee will sign the dissertation in place of the dissenting faculty member. If the review committee rules that the objection(s) is valid, the student must take appropriate steps to modify the dissertation in order to gain the

approval of the original dissertation committee.

Professional Preparation of Manuscript

The dissertation author who chooses to employ a typist is responsible for selection of a competent typist. The Graduate School maintains a list of typists for students' information. No endorsement is implied by the maintenance of this list, nor are authors restricted to the typists whose names appear there.

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 dissertations 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. The student should ensure that the typist has the appropriate style manual.

The typist should not be expected to perform as mindreader or editor. It is unwise and unprofessional for the writer to abandon the thesis or dissertation to the typist and subsequently expect it to be accepted by the Graduate School.

Author

Once the author has received the thesis or dissertation from the typist, he or she should check and confirm that the following are correct.

1. Is the name identical on the title page and abstract heading? If copyrighting, does the author's full legal name appear on the copyright page, title page, and abstract?
2. Is the title of the dissertation correct (and identical) on the title page and abstract?
3. Is the date at the bottom of the title page correct? (The date is the month and year of degree. If you will not graduate the month that the study is handed in, be sure to use the month in which you will graduate.)
4. Are *all* signatures of committee members on the signature page? Studies are not acceptable with unsigned lines. Original signatures must appear on all signature pages submitted to the Graduate School.
5. Is the title of the degree correctly typed on the title page and abstract?
6. Does the Table of Contents reflect the exact headings and subheadings found in the text? Does it assign correct page numbers?
7. Do the List of Tables and List of Figures reflect identical titles found in the text?
8. Is the page numbering according to specifications?
9. Check the page numbering and order of pages on the original and all copies of the dissertation. Photocopy machines and office product services are not responsible for the ordering of the pages.

Typist

Go over the material carefully with the student, making certain that you are able to read the copy, and that you understand what the student expects.

Make sure you have adequate time to do the paper. Give the student an accurate estimate of time needed for typing. Inform student of your fees and provide an estimate of total cost.

Produce an accurate, clear, clean copy that will reproduce well. A thesis or dissertation will not be accepted with inconsistent or changing type face throughout. When corrections are made, the entire page must be reprinted. The entire document must satisfy the professional standards maintained by the Graduate School of the University of Northern Colorado.

Become familiar with format guidelines of this manual. In particular:

1. Use uniform style for placement of headings and indentation of paragraphs.
2. Start each chapter on a new page.
3. 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.
4. Arrange correct margins, headings, tables, text, footnotes, and bibliographical entries.
5. Type the title page and other preliminary pages in the form required.
6. Number pages according to requirements in this manual (p. 12.)

CHAPTER IV

REGULATIONS REGARDING THESIS AND DISSERTATION CONTENT

In this chapter, students will find information related to additional university requirements regulating the content of research. Topics covered include regulations related to the protection of human participants and animal subjects, classified materials, works previously published and accepted for publication, copyrighted materials by others, intellectual property, academic expectations related to student conduct, and authorship.

Protection of Human Participants and Animal Subjects

Students are responsible for the protection of rights of human participants and animal subjects. Students should refer to the applicable governing board (Institutional Review Board or Institutional Animal Care and Use Committee) described in chapter III.

Classified Materials

One of the primary intents of the thesis or dissertation effort is to communicate the results of the research to the entire scholarly community. Consequently, any information that is restricted or cannot be disseminated to the public may not be used in a thesis or dissertation.

Works Previously Published and Accepted for Publication

Students should obtain copyright permission to reprint previously published work (including their own work, and their work that has been accepted for publication but has not yet appeared in print). Students should seek permission to duplicate copyrighted material in a timely fashion so that the dissertation is not delayed.

Copyrighted Materials by Others

Where the copyright owner has provided permission for use of material authored by others, the thesis or dissertation must acknowledge the source. When large portions of text or original illustrative material from a work currently protected by copyright are to be included in the thesis or dissertation, written permission must *always* be secured from the copyright owner. To prevent delays in the processing and approval of the thesis or dissertation (which may jeopardize the author's intended date of graduation), written permission to include copyrighted material in the thesis or dissertation should be obtained in the early stages of writing. The following provisions must be made for such use of copyrighted materials:

1. A copy of the copyright holder's written permission must accompany the thesis or dissertation when the final copy is submitted to the Graduate School Office, either included in an Appendix or attached to the agreement for publication.
2. Notice of permission to use the copyrighted material and the appropriate

reference citation must appear in the thesis or dissertation with the copyrighted material: as a note to, or internal reference in, the text; as a source note to a table; or as a credit line to a figure or other illustration. With multiple or long quotations, a permission to quote extensively may be indicated in the acknowledgments section of the thesis or dissertation.

3. If the study is to be submitted to Proquest Information and Learning, the author of a thesis/dissertation must also sign the agreement form.

4. When the thesis or dissertation and/or the proposal is submitted to the Graduate School, the author must sign a non-plagiarism form. Such signature constitutes a representation that the thesis or dissertation is the author's original work and does not infringe upon any rights of others (see below section on academic expectations related to student conduct) (a copy of the non-plagiarism form is found in Appendix B and on the Graduate School website: <www.unco.edu/grad/forms>).

5. Federal policies regarding copyright may change, and students are obligated to comply with all policies that may be enacted after this manual is released.

Intellectual Property

It is the policy of the University of Northern Colorado not to interfere with the long-standing and traditional rights of the faculty, staff, and students, on their own initiative, to write, create, produce, or otherwise generate works or products which are copyrightable, patentable, or of commercial value. Any such materials written, created, produced or otherwise generated by a member of the faculty or staff shall remain the exclusive property of the faculty or staff member and that person shall have the sole right of ownership and disposition, unless the materials are written, created, produced or otherwise generated as "works-for-hire" or through significant use of university facilities.

The Intellectual Property Policy covers many topics dealing with faculty, staff and student involvement with copyrightable and patentable works. Definitions and explanations of "works for hire" and "significant use of university facilities" are provided in the policy document.

Students will own copyright in theses which do not

1. involve research for which the student received financial support in the form of wages, salary, stipend, or grants from funds administered by the University; and/or
2. involve research performed in whole or in part utilizing equipment or facilities provided to the University under conditions which impose copyright restrictions.

Where copyright ownership is retained by the student, however, the student must grant to the University royalty-free permission to reproduce and publicly distribute copies of the thesis. Where significant use is made of University equipment or facilities, provided to the University without copyright restrictions, students own copyright in theses; however, software code, patentable subject matter, and other intellectual property contained in the theses are subject to University intellectual property ownership policy as either a work for hire or University supported work.

Because this policy undergoes periodic review, students are obligated to become familiar with restrictions that may be put into effect after this manual is released. The existing policy can be found on the Sponsored Programs and Research Center (SPARC) website: <www.unco.edu/grad/research/intellectual.html>.

Academic Expectations Related to Student Conduct

Academic integrity is an important ideal for all students at the University of Northern Colorado. The Graduate School encourages students to learn about policies governing student conduct by reviewing university publications, which include, but are not limited to, the University Catalog, the Handbook of Graduate Education, students' departmental guidelines, and ethical guidelines of professional organizations endorsed by students' departments.

In order to encourage and foster academic excellence, the University expects students to conduct themselves in accordance with generally accepted norms of scholarship and professional behaviors. Because of this expectation, the University does not condone any form of academic misconduct. Academic misconduct includes but is not limited to plagiarism, cheating, fabrication, and knowingly or recklessly encouraging or making possible any act of plagiarism, cheating, or fabrication. Academic misconduct is an unacceptable activity in scholarship and is in conflict with academic and professional ethics and morals. The University requires that graduate students submitting theses and dissertations complete a "Non-Plagiarism Affirmation" at the time of submission (see Appendix B).

Authorship

Graduates are encouraged to publish their theses and dissertations in journals and other outlets after they have completed their degrees. Resolution of questions of authorship is determined through agreement among the involved parties. Guidelines for authorship credit can often be obtained through national disciplinary organizations; they are also sometimes offered in style manuals.

APPENDIX A

**(Pages not numbered include Copyright Page,
Title Page, and Signature Page)**

EXAMPLE OF COPYRIGHT PAGE

© 20 *

(FULL LEGAL NAME)

ALL RIGHTS RESERVED

(*Year of graduation)

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

UNIVERSITY OF NORTHERN COLORADO

Greeley, Colorado

The Graduate School

**(TITLE OF STUDY OR TITLE OF CREATIVE PROJECT IN
INVERTED PYRAMID FORM 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 Music Education)
(Master of Public Health)
(Master of Science)**

(Student's Name)

**College
School
Program**

(, 20)

(Month and year in which author graduates)

**EXAMPLE OF TITLE PAGE FOR
DOCTORAL DISSERTATION**

UNIVERSITY OF NORTHERN COLORADO

Greeley, Colorado

The Graduate School

**(TITLE OF DISSERTATION IN INVERTED PYRAMID
FORM IF TWO OR MORE LINES)**

**A Dissertation Submitted in Partial Fulfillment
of the Requirements for the Degree of
(Doctor of Arts)
(Doctor of Education)
(Doctor of Music Education)
(Doctor of Philosophy)
(Doctor of Psychology)**

(Student's Name)

**College
School
Program**

(, 20)

(Month and year in which author graduates)

***EXAMPLE OF SIGNATURE PAGE FOR THESIS/EXPLANATION OF
THE CREATIVE PROJECT'S CONTRIBUTION TO
CONTEMPORARY THOUGHT AND LIFE***

THIS THESIS/CREATIVE PROJECT WAS AUTHORED

By

Student's Name

THESIS COMMITTEE:

***THESIS SPONSOR** _____

**(Professor's Name and Title)
ex. Jane Doe, Ph.D.**

(Professor's Name and Title)

(Professor's Name and Title)

**ASSISTANT VICE PRESIDENT FOR RESEARCH & EXTENDED STUDIES
DEAN OF THE GRADUATE SCHOOL**

Robbyn R. Wacker, Ph.D.

***(CREATIVE PROJECT SPONSOR)**

**EXAMPLE OF TITLE PAGE FOR DOCTORAL
DISSERTATION PROPOSAL**

UNIVERSITY OF NORTHERN COLORADO

Greeley, Colorado

The Graduate School

A Proposal for a Doctoral Dissertation

**(TITLE OF STUDY IN INVERTED PYRAMID
FORM IF TWO OR MORE LINES)**

(Student's Name)

DISSERTATION COMMITTEE

Research Advisor _____
(Professor's Name and Title)
ex. Jane Doe, Ed.D.

Advisory Professor _____
(Professor's Name and Title)

Advisory Professor _____
(Professor's Name and Title)

Honorary Member (if applicable) _____
(Professor's Name and Title)

Faculty Representative _____
(Professor's Name and Title)

Date Received in Graduate School _____

**College
School
Program
(, 20)**

(Term and year in which proposal is submitted)

**EXAMPLE OF SIGNATURE PAGE FOR
DOCTORAL DISSERTATION**

THIS DISSERTATION WAS SPONSORED

BY

**(Professor's Name and Title)
(Research Advisor)**

(Student's Name)

DISSERTATION COMMITTEE

Advisory Professor _____
(Professor's Name and Title)
ex. Jane Doe, Psy.D.

Advisory Professor _____
(Professor's Name and Title)

Honorary Member (if applicable) _____
(Professor's Name and Title)

Faculty Representative _____
(Professors' Name and Title)

**ASSISTANT VICE PRESIDENT FOR RESEARCH & EXTENDED STUDIES
DEAN OF THE GRADUATE SCHOOL**

Robbyn R. Wacker, Ph.D.

Examination Date of Dissertation _____

EXAMPLE OF ABSTRACT PAGE

ABSTRACT

Jones, John Arthur. *A Study of the Relationship Among Selected Abilities*. Published Doctor of ** (Arts , Education, Philosophy or Psychology) dissertation, University of Northern Colorado, (year).

The body of the abstract shall continue from this point double spaced and with no more than 350 words (150 words for master's thesis).

EXAMPLE OF TABLE OF CONTENTS PAGE

TABLE OF CONTENTS

CHAPTER

I. INTRODUCTION	#
Statement of the Problem	
Limitations of the Study	
Hypotheses	
II. REVIEW OF LITERATURE.....	#
III. METHODOLOGY.....	#
IV. ANALYSIS.....	#
V. CONCLUSIONS AND RECOMMENDATIONS.....	#

EXAMPLE OF CHAPTER HEADINGS AND SPACING

CHAPTER II

TYPING AND PRODUCTION INFORMATION

In this chapter, instructions are offered for typing and producing the master's thesis and doctoral dissertation. As part of this exposition, style requirements of the Graduate School that override guidelines of style manuals are described.

Master's Thesis and Doctoral Dissertation

Style Manual

The information and guidelines outlined in this manual are designed to supplement style manuals used in the various disciplines and departments. In case of conflict, requirements in this manual take precedence. Any questions should be referred to the Graduate School.¹

The Preface to this manual indicates that there are reasons why UNC has a few requirements that take priority over some requirements of style manuals. The following style parameters are mandatory for UNC theses and dissertations, even though they conflict with many style manuals.

- 1. All chapter headings are positioned 2" from the top of the page.**
- 2. Hypotheses and research questions are blocked and single spaced.**
- 3. The remainder of the manuscript is double spaced (with selected exceptions specified in style manuals, e.g., possible single spacing for excerpts from interviews).**
- 4. No running heads are used.**
- 5. Figures and tables are incorporated into the text.**
- 6. The left margin must be 1 1/2" to accommodate binding.**

¹

A thesis or dissertation author may *not* use a previously submitted thesis or dissertation in lieu of an appropriate style manual. An earlier thesis or dissertation will *not* be accepted by the Graduate School as a justification for errors in the author's own thesis or dissertation.

APPENDIX B

Non-Plagiarism Affirmation Form

NON-PLAGIARISM AFFIRMATION

PLEASE SIGN WHEN SUBMITTING A DOCTORAL PROPOSAL AND WHEN TURNING IN MASTERS THESIS OR DOCTORAL DISSERTATION TO THE GRADUATE SCHOOL OFFICE.

Each graduate student must sign the statement below affirming that he or she will NOT and has NOT been guilty of plagiarism in preparing his or her thesis or dissertation.

I, _____, a candidate for the degree of _____, affirm that I will not and have NOT engaged in plagiarism. **“Plagiarism:** The act of appropriating the literary composition of another, or parts or passages of his/her writings, or the ideas or language of the same, and passing them off as the product of one’s own mind. To be liable for plagiarism, it is not necessary to exactly duplicate another’s literary work, it being sufficient if unfair use of such work is made by lifting a substantial portion thereof, but even an exact counterpart of another’s work does not constitute plagiarism if such counterpart was arrived at independently” (Black, 1979, p. 1035).

I understand that if plagiarism is subsequently discovered in the preparation of this document, the University of Northern Colorado may, after a hearing, take appropriate action against me including possible revocation of my graduate degree.

PRINT NAME _____

SIGNED _____

DATED _____