

MASTER'S THESIS AND CREATIVE PROJECT
FORMAT MANUAL

GRADUATE SCHOOL
Revised September 2011
Updated July 2013



The rules in the Formatting Guidelines of this manual take precedence over all other manuals and must be used in conjunction with program's preferred style manual. 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 email carol.steward@unco.edu

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—you can solidify your professional credentials, gain heightened mastery over your 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 UNC graduate students produce. We commit to assisting you in your academic endeavors. In this spirit, the University offers this Master's Thesis and Creative Project 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, disciplinary standards determine the appropriate writing style and format for the thesis or creative project.

Institutional Review Board for Research on Human and Animal Participants

Student researchers must submit official documentation of an approved Institutional Review Board (IRB) signed by his/her faculty advisor when filing the thesis with the Graduate School. Documentation of IRB approval obtained from the Office of Sponsored Programs and UNC IRB co-chair is provided to the faculty advisor on behalf of the student researcher.

If you are going to do research involving human participants, refer to the Office of Sponsored Programs website at <http://www.unco.edu/osp/>. If you are going to do animal-related research, refer to the website for Institutional Animal Care & Use Committee (IACUC) at <http://www.unco.edu/osp/ETHICS/iacuc/iacuc.htm>.

You should include a statement of the procedure you have followed within the methods section of your thesis and must include a copy of the IRB or IACUC Approval in the Appendix.

Hiring a Typist

The author who chooses to employ an editor or typist is responsible for selection, payment, and communication with the contracted typist. The Graduate School maintains a list of typists who have extensive experience with our guidelines. This implies no endorsement of listed typists, nor are authors restricted to employ these particular typists; however the typist hired must follow the Graduate School guidelines. Clearly define the expected work, whether it is a full edit, formatting, or somewhere in-between.

A competent typist has up-to-date equipment in good repair and works with the author to ensure reflection of the Graduate School specifications for the thesis. Make the instructions to the typist precise. It is your responsibility to inform the typist of the style manuals required by the school and content area. We expect ongoing communication to define the role of the typist. The student must approve and proofread the work prior to turning it in to the Graduate School.

Final Thesis or Creative Project Format

Format of a thesis or creative project must conform to these UNC Graduate School requirements. The appendix contains examples of the format you are to follow. The rules in the Formatting Guidelines of this manual take precedence over all other manuals and you will incorporate these requirements with your program's style. For example, use UNC's Thesis and Creative Project Format Manual for all preliminary pages and overall margin and spacing in the body of the manuscript. Use your program's adopted style manual as a guide for heading, citation, and reference styles. When you deliver your thesis for review, notify the Graduate School which manual of style you are using. Unless notified otherwise, American Psychological Association format will be the basis for evaluation.

Traditional Format

The body of the traditional format for a study consists of five chapters; introduction to the study, literature review, methodology, discussion and conclusion. This organizational model fits some methods well and may not be suited for others. Work closely with your Research Advisors and committee members to determine the appropriate structure for your project. If this model does not fit your thesis or creative project, please follow the recommendations in the Alternate Format section below.

Alternate Format

Certain disciplines prefer to include a journal article as a chapter or appendix. For example, a student conducting a qualitative study may decide, with endorsement from his or her advisor and committee members, to arrange the presentation of the "results" into

several separate chapters organized around individual case studies or themes. As another illustration, a critique of an artist or an artistic style or dramaturgical study may develop a presentation that is unique to that discipline.

If this is the case, send an email explaining the alternate style, including examples, to the Thesis and Dissertation Specialist at the Graduate School. The alternate style must be approved by the Dean of the Graduate School before writing your thesis. When this format is used, the header format and other guidelines within this manual must be maintained throughout the thesis.

Preliminary Pages

Format for the preliminary pages of a UNC thesis or creative project must conform to these UNC Graduate School requirements. All preliminary pages must follow the 1.5” left margin requirements.

Copyright page (recommended). Copyright subsists in accordance with this title, “original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device” (U.S. Copyright Act of 2009, <http://www.copyright.gov/title17/92chap1.pdf>). This means that the Copyright Act protects a thesis 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 may be beneficial if going to court over plagiarism issues.

Many students register their thesis or creative project formally for copyright in order to establish proof of date and source of authorship. Students either register it themselves on the webpage for the U.S. Copyright Office, <http://www.copyright.gov>, or request that ProQuest Information and Learning (PQIL) process the copyright (this requires publishing through ProQuest). Those working with PQIL must have a copyright page and the payment will be made directly to PQIL when uploading the digital thesis or creative project to ProQuest. The copyright page should include the student’s name in full since the copyright is a legally binding document. The copyright page is not numbered.

Title page.

- Must follow University of Northern Colorado format.
- Must have a 1.5” left margin.
- This page is not numbered.

- The title and author's full name must match the name and title on the copyright page, abstract and signature pages.
- Date should be the month and year that the final degree is awarded.
- Do not use acronyms or abbreviations in the title.

Signature page.

- Must follow University of Northern Colorado format.
- This page is not numbered.
- Must have a 1.5" left margin
- Every copy turned in for binding must have original signatures in blue or black ink.
- The title and author's full name must match the name and title on the copyright page, abstract and signature pages.
- Type professors' names and academic credentials (e.g., D.A., D.M.A., D.M.E., Ed.D., Ph.D., or other specific degree) below their signature line.
- Date should be the month and year that the final degree is awarded.
- Do not use acronyms or abbreviations in the title.

Abstract.

- Include an author citation as shown in the example on page 19.
- Start numbering the preliminary section on the abstract, with page iii, lower-case Roman numerals in the bottom center of the page.
- Reference your name and title exactly as they appear on the title page.
- Unless you will publish your thesis through ProQuest Information and Learning (PQIL), record it as an "Unpublished Master's Thesis or Creative Project."
- 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.

Acknowledgments or dedication (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 creative project.
- Write acknowledgments in a dignified manner and follow the same formatting requirements as the body of the thesis or creative project.

Table of contents (organization), list of tables, and list of figures.

- Make the first entry in the Table of Contents either the first page of the PREFACE (if one exists) or CHAPTER I of the thesis.
- Include every chapter (and its respective page number) and at least one level of heading in the Table of Contents.
- Match the style of numeral for the chapter numbers in the Chapter and the Table of Contents. The standard is Roman numerals for both.
- The page numbers should be flush at the right margin.
- Use exactly the same wording in the Table of Contents as the chapter titles and headings that appear in the body of the manuscript.
- If tables and/or figures appear in the body of the thesis or creative project, include a separate lists for the List of Tables and the List of Figures.
- Follow the same formatting guidelines as used for the Table of Contents in the preliminary pages for formatting of List of Tables and/or List of Figures.

Body of Manuscript

The body of the thesis or creative project consists of the study itself. It should conform with both the style manual appropriate to the discipline or type of research conducted and this Master's Thesis and Creative Project Format Manual.

The organizational model shown in the example of the Table of Contents in the Appendix fits some methods well and may not be suited for others. Work closely with your Research Advisors and committee members to determine the appropriate structure for your investigation.

- Use same style and size font throughout thesis, recommended; Ariel or Times New Roman, size 12.

- Start numbering the body of the thesis with Arabic numerals, top right of the page.
- IRB application and approval should be explained in the methods section
- Discussion should be double-spaced.
- Quotes longer than 3 lines should be single-spaced and block indented ½”.
- Heading style must conform with the requirements of the style manual adopted by your program. (APA, Chicago, Turabian, American Chemical Society, or American Sociological Society, etc.)
- Be consistent with spacing above and below headers.
- Consistent spacing after “end of the sentence punctuation.”

Reference citations, reference list, or bibliography.

- Write reference citations and the reference list or bibliography in accordance with the selected style manual for the discipline or type of research conducted.
- Graduate School staff will check for accuracy, so double-check every reference listing and citation.
- Every reference cited must be in the reference list as required by your discipline manual of style.
- Do not allow a reference listing to divide in the middle; keep full listing on the same page
- Reference listings must be cited or removed from the reference list.

Appendices.

- Include a title and a description of its contents on a separate title page for each appendix.
- List the appendix title and page number in the Table of Contents.

- Make quality and format consistent with requirements for other parts of the thesis or creative project, including margins, page numbering, and reproduction.
- Make reductions clear and readable.

Overall Formatting Guidelines

Typeface affects the physical appearance of a manuscript more than any single element. The following style parameters are mandatory for all UNC Graduate Publications, even though they may conflict with program style manuals. *Do not use* format from a previously published thesis or creative project in lieu of an appropriate style manual.

Font style and size.

- The manuscript will be reduced in size on microfiche, therefore do not use font smaller than 12 or 14 point in the body of the thesis. Within long tables, you may use no smaller than 8 point font.
- Maintain the same size and style of font throughout the entire document. Use Ariel or Times New Roman.
- Use a high quality printer with dark ink that is consistently clear.

Margins and overall format.

- Make the left margin 1 ½ inches to accommodate binding on the entire thesis or creative project, including the preliminary pages and appendices. Make the top, bottom and right margins 1 inch.
- Start the first page of each chapter and new section 2" from the top of the page. This includes the first page only of each of the following: Abstract, Acknowledgments, Table of Contents, Lists of Tables/Figures, Chapters, and References.
- Use italics for headings, titles, and if necessary for the terms in a "definition of terms" list.
- Do not use a running head (the title or author name at the top or bottom of each page).
- Do not justify the text - keep right side of the text jagged rather than even.
- Use bold font in headings only if required by your program's style manual.

Paragraph settings.

- Do not add extra space between paragraphs.
- Paragraph indents must be consistently set at 1/2".

Widowed and orphaned lines.

- When you must divide a paragraph at the end of a page, place at least two lines at the bottom of the page and at least two lines at the top of the following page.
- Do not leave a header at the bottom of a page without the related paragraph – move header to the following page so it stays with the paragraph.

Line spacing.

- Block indent and single-space quotes longer than three lines.
- Single-space footnotes, table titles and figure captions.
- Block indent and single-space Hypotheses, Research Questions, and excerpts from interviews.
- Double-space the narrative of the manuscript.

Figures and tables.

- Figures and tables should follow within one page of the related 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.
- Neatly organize tables. Do not combine multiple tables into one long table – keep them simple and clean.
- Double-space short tables, and begin and end on the same page.
- Start long tables at the top of the page, single-space, and continue to the following page(s) if necessary. If the table goes on to more than one page, include “Table #, continued” at the top of each subsequent page. Repeat column headers on each subsequent page.

- Make titles of tables and figures concise. Include them in a list of tables or figures worded exactly as they appear in the body of the thesis or creative project. If explanatory information is added to the title, do not place this material in the List of Tables or List of Figures.
- Table titles go above the table numbered consecutively in Arabic numerals throughout the manuscript.
- Place figure or example titles outside the figure, two spaces below the figure. Designate musical examples as “example” and abbreviated “Ex.” in the caption. Number figures consecutively in Arabic numerals throughout the text.
- Continue the enumeration begun in the text into tables and figures. Do not number tables or figures using a chapter prefix. Include appendix table titles in the List of Tables following those listed in the text
- Place multiple tables or figures on a single page if the titles can be placed in their proper position and if adequate space is provided between them.
- If using a landscape orientation, place the bottom of the table 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, make the page number readable in the same position and reading direction as the text-formatted pages.

Heading format. Position of the headers should follow rules in the style manual selected by your program; however, also apply the following rules when typing the thesis or creative project:

- Place the chapter title on the first page of each section (Table of Contents, Acknowledgments, Chapter, and References) 2 inches from the top of the page.
- Chapter title is not counted as a “level” in determining the heading format.
- Center the chapter title (all caps) on the third line beneath the chapter number. “Heading levels” start after the chapter title. See examples in the appendices.
- Single-space a two or more line title and place in inverted pyramid format with the first line longest and gradually shorter subsequent lines.
- Divide a centered heading of more than four inches into two or more single-spaced lines, in inverted pyramid form.

- Divide a side heading of more than 2 1/2 inches evenly into two (or more) single-spaced lines with the first line longest and gradually shorter lines for each.
- Do not use acronyms and abbreviations in the thesis or creative project title or headers.
- If two (or more) headings appear together (without intervening text), you may leave 1 or 2 blank lines between the headings, and a double-space (one blank line) between the heading and the text that follows. Be consistent on all headers.

Research hypotheses and research questions. When you include formal statements of hypotheses, block and single-space each question with double-spacing between questions. If there is only one hypotheses or research question, do not number it. If using null hypotheses, type them H01, H02, and so on. Number hypotheses H1, H2, etc., and indent. 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, block questions with the format used above. For example:

- 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

- Set page numbers within 1" of the edge of the page so it does not overlap into the text of the thesis.
- Place page numbers on landscape pages in the same position as the portrait pages so that when the reader looks for the table or figure, it is in the top right corner. This may require you to set the numbers manually in a text box so the number can be turned to the same reading direction as the other page numbers.

- The top of any landscape page must be in the “binding” side of the page and must have the 1.5” margin.

Preliminary pages - Roman numerals.

- Do NOT print numbers on the copyright, title and signature pages.
- Number the preliminary pages with lower-case Roman numerals, bottom center of the page.
- Start showing page numbers on the Abstract, beginning with the number iii. Thereafter, place a number on all preliminary pages and continue until the first page of the thesis or creative project

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.
- You choose whether to number the first page of each chapter.

Final Checklist

Whether or not you employ a typist, it is your responsibility to check the thesis or creative project before turning into the Graduate School for review. Turn in the review copy electronically by the “Last day for filing Master’s Thesis” on the Schedule of Deadlines. 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, signature page and abstract citation? If a copyright page is included, does name match on all pages?
- Does the title match exactly on title page, signature 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 and their role on your committee on the signature page? Are all signatures originals, not copies? We will not accept studies 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 removed the "proposal" from the title page?
- Have you numbered the preliminary pages with lower case Roman numerals, and changed the numbering to Arabic numerals on page 1 of the study?
- Did you explain the IRB application and approval in your methods section and include a copy of the IRB Approval in your Appendix?
- Check the page numbering and order of pages on the original and all copies of the thesis or creative project before turning into the Graduate School. Staff from printing services and from the Graduate School are not responsible for the order of the pages.
- Check each copy before delivering it to the Graduate School. Once they have gone to the bindery, you will be responsible for any additional expenses to make corrections.
- Does each chapter start on a new page, 2" from top of paper?
- Have you checked for stray headers at the bottom of a page? When headings come near the bottom of the page, at least two lines of text must fit on the same page or both should be moved to the top of the next page.
- Double-checked the spelling and accuracy of every citation and reference listing? Same names, same order, same years? If not 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. It is not done through the Graduate School.
- Have committee members sign an original signature page for each bound copy of your thesis or creative project in blue or black ink. They can be on cotton or plain paper. Take extra copies signed in case someone makes a mistake or damages a page, or you decide to have additional copies bound.

- 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 or creative project for review if the committee has not approved and signed the signature pages.
- If you do not file the thesis or creative project with the Graduate School at least four weeks (28 calendar days) before your anticipated graduation date, you 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, deliver one electronic 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. If emailing, attach your thesis or creative project in no more than two MS Word documents (the preliminary pages and the thesis or creative project) or preferably in a pdf document. Review will be done from a print copy as a last resort.
- Graduate School must give final approval *before* you print copies for binding.
- Two people in the Graduate School read the review copy for format and to assure that it meets University standards. Corrections are commonly requested at this point, so please wait for final approval before printing binding copies. We will keep the review copy and email revision notes to you.

Paper Requirements

After approval from the Graduate School, deliver final copies of thesis or creative project and the final forms to the Graduate School.

- 1 copy on 25% (or higher) white cotton paper for Archival storage: Use 20-pound paper with a watermark (such as Southworth Exceptional Business or Resume paper).
- 3 copies on plain white 20 lb. copy paper.
If you have co-advisors, make five copies minimum.
If you want additional copies for friends or family, bring additional copies to be bound. The Graduate School will add final binding charges to your UNC account.

Required Final Forms for a Masters Thesis or Creative Project

Final forms are on the Graduate School Web site at www.unco.edu/grad.
Read forms carefully and remember to sign when required. Forms 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 have no physical space to store them.
- Non-Plagiarism Affirmation
- Publishing is optional for the Master's thesis or creative project. If you wish to publish it with ProQuest Information and Learning, please inform the Dissertation & Thesis Specialist in the Graduate School. You will receive the necessary materials. We also encourage you to consider depositing your thesis or creative project with UNC Libraries Digital UNC electronic repository. For more information refer to the UNC Libraries website.

Fees

The Graduate School will charge your UNC student account when we accept the document and all forms are turned into the Graduate School. Make payment through the accounting office. Extra fees may apply to extra thick thesis or creative projects or those printed on 24 lb. or heavier paper. Please see the Handling Fee Schedule on the Graduate School Web site for current costs.

Bound copies are shipped to the address that you give us on your binding sheet approximately two or three months following the end of the term.

EXAMPLE OF COPYRIGHT PAGE

© 2011

STUDENT'S FULL LEGAL NAME AS RECORDED IN URSA

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 Full Name as recorded in URSA

College
School or Department
Program or Department

December 2013
(Month and year that degree is awarded)

This page is not numbered

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

This Thesis* (*Or Creative Project) by: [Student's Full Name as recorded in URSA]

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 [i.e. Arts, Science, Music, etc.] in College of [Education and Behavioral Sciences] in School or Department of [Applied Statistics and Research Methods], 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

Linda L. Black, Ed.D.
Dean of the Graduate School and International Admissions

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 (** as it is recorded in URSA) so it will 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 (1 – 2 pages), an abstract gives the reader concise information that conveys the importance of the manuscript. The word “ABSTRACT” is centered (2” from the top of the page) above the author citation, and the body of the abstract is double-spaced. Key words from the abstract are index words for library search programs.

Start numbering on the abstract, lower case, Roman numeral, iii, bottom center 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	TITLE OF THE CONTENTS OF THE APPENDIX.....	#
B	TITLE OF THE CONTENTS OF THE APPENDIX.....	#

The organization and titles of chapters may be different based upon your study. This is just a sample of the alignment. You may or may not choose to put pages for each level of header, but you must be consistent.

EXAMPLE OF APPENDIX TITLE PAGE

APPENDIX A

TITLE OF CONTENTS OF EACH APPENDIX

SAMPLE OF SPACING FOR FIRST PAGE OF EACH SECTION AND CHAPTER

CHAPTER I

TITLE OF CHAPTER

Level One Header

This is an example based upon the use of the American Psychological Association Publishing Style Manual 6th Edition. If your manual does not specifically require bold font for headers, do not use bold font at all. Put the text of the chapter on the same page, double-spaced. Be sure to follow your program’s publication guidelines for actual format for the header style

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