



UNIVERSITY OF
NORTHERN COLORADO

Graduate School

Master's Thesis and Creative Project Format Manual

Revised August 2020

The rules in the formatting guidelines of this manual take precedence over all other manuals and must be used in conjunction with programs' preferred style manual.

This manual is provided by the Graduate School and International Admissions of the University of Northern Colorado. No publication manual can anticipate all potential questions that students may have. Staff in the Graduate School

are happy to respond to students' questions. Please direct inquiries to:

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Table of Contents

General Information.....	4
Hiring a Typist.....	4
Safety and Academic Integrity.....	4
Research with Human Participants.....	4
Research with Animal Subjects.....	4
Use of Copyrighted Materials.....	5
Plagiarism.....	5
Format Structure Options.....	5
Traditional Format.....	5
Journal Manuscript Format.....	6
Unique Considerations for the.....	6
Journal Manuscript Format.....	6
Alternate Format.....	7
Overall Formatting Requirements.....	8
Font Style and Size.....	8
Margins.....	8
Paragraph Settings.....	9
Widowed and Orphaned Lines.....	9
Line Spacing.....	9
Figures, Examples and Tables.....	9
Chapter or Section Heading Format.....	10
Page Numbering.....	11
Preliminary Pages - Roman Numerals.....	11
Body of the Thesis or Creative Project - Arabic Numerals.....	11
Research Hypotheses and Research Questions.....	11
Format Requirements of the Thesis or Creative Project.....	12
Preliminary Pages.....	12
Copyright Page.....	12
Title Page.....	13
Signature Page.....	13
Abstract.....	14
Acknowledgments or Dedication (Optional).....	14
Table of Contents, List of Tables, and List of Figures.....	15
Body of Thesis or Creative Project.....	15
Preface (optional).....	16
Main Text of Thesis or Creative Project.....	16
Reference Citations, Reference List, Or Bibliography.....	16
Appendices.....	17

Final Checklist	17
Submission of Review Copy.....	19
Fees	19
Example of Appendix Title Page.....	21
APPENDIX A-EXAMPLE PAGES FOR THESIS OR CREATIVE PROJECT	21
Format of Copyright Page.....	22
Format of Title Page for Master's Thesis or Creative Project.....	23
Example Title Page for Master's Thesis or Creative Project	24
Format of Signature Page for Master's Thesis/Creative Project	25
Example of Signature Page for Master's Thesis/Creative Project.....	26
Format for Abstract Page	27
Format for Table of Contents, List of Tables & List of Figures	28
Sample Format for the First Page of Each Chapter	29
APPENDIX B-JOURNAL MANUSCRIPT EXAMPLE PAGES	30
Example of First Page of Chapter in Journal Manuscript Format	31
Sample of First Page of Chapter in Journal Manuscript Format	32

General Information

This manual is organized by topic areas to facilitate easy location of information needed to format and submit a final thesis or creative project. Most the formatting requirements are the same regardless of whether a student is writing a thesis or creative project. Differences among the types of documents are noted in the formatting manual where relevant. Refer to the Appendixes for examples.

Hiring a Typist

If you choose to employ an editor or typist, you are responsible for selection of, payment to, 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 students restricted to employ these particular typists; however, the typist you hire must follow the UNC Graduate School guidelines. It is your responsibility to clearly define to the typist the expected work, whether it is a full edit, formatting, or somewhere in-between. Before hiring a typist or editor, see a list of questions to ask yourself and prospective typists/editors on the Graduate School website.

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 and include the title of the style manual your program follows, as well as the style manual from the Graduate School. It is your responsibility to ensure that the typist has the appropriate 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.

Safety and Academic Integrity

Research with Human Participants

All research projects conducted under the auspices of the university (e.g. by faculty, students, or staff) involving human subjects must be reviewed and approved by the university's Institutional Review Board (IRB). Faculty, students and staff planning human research must submit requests for IRB approval prior to any data collection.

If your research involves human participants, refer to the Office of Sponsored Programs website for application and IRBNet instructions, <http://www.unco.edu/research/research-integrity-and-compliance/institutional-review-board/>. Download your IRB Approval letter from Streamlyne and include the in the appendix of your thesis.

Research with Animal Subjects

If your research involves animal subjects you are required to submit an application to the Institutional Animal Care & Use Committee (IACUC), signed by their Research Advisor, and

receive approval prior to beginning research involving animal subjects. If you are doing animal-related research, refer to the website for Institutional Animal Care & Use Committee (IACUC) <https://www.unco.edu/research/research-integrity-and-compliance/iacuc/>

Include official documentation of an approved IACUC application in an Appendix of your thesis.

Use of Copyrighted Materials

Use of copyrighted materials in your thesis or creative project requires permission from the copyright holder in the Appendix and reference the permission in the Acknowledgements section. For additional information regarding requirements for copyright permission and definitions of “fair use,” go to the following website: www.copyright.gov/fls/fl102.html. ProQuest also provides a description of copyright regulations specifically for theses and dissertation as well as an example of the content to include in a copyright permission letter in the following document: http://media2.proquest.com/documents/UMI_CopyrightGuide.pdf.

Plagiarism

“In order to encourage and foster academic excellence, the University expects students to conduct themselves in accordance with certain generally accepted norms of scholarship and professional behaviors. Because of this expectation, the University does not tolerate 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. ” (UNC Dean of Students Office Code of Conduct section D; <http://www.unco.edu/dos/academicIntegrity/AcademicMisconduct.html>).

The related issue of self-plagiarism occurs when students duplicate their own words extensively without appropriate reference to the previous work. Students found to have plagiarized material or text within their thesis or creative project may be subject to an "F" on the work in question or other academic penalties as explained in the Dean of Students Code of Conduct, and may result in revocation of the graduate degree. (UNC Dean of Student's Office Code of Conduct.)

Format Structure Options

Below are brief descriptions of the three options currently available at University of Northern Colorado for structuring a master's thesis or creative project. If the traditional five-chapter model does not fit your study, you may consider the options below. Work closely with your committee to determine the appropriate structure for your thesis or creative project. If your program has a specific layout or structure, you are expected to follow the program's guidelines.

Traditional Format

The body of the traditional format for a study consists of five chapters:

- Chapter I –Introduction to the Study
- Chapter II – Review of the Literature
- Chapter III – Methodology
- Chapter IV – Results
- Chapter V – Discussion and Conclusions

Journal Manuscript Format

This format contains one or more chapters as separate journal manuscripts, with each manuscript addressing separate identifiable, underlying themes or lines of research within the overall study. It will include five to six chapters:

- Chapter I – Introduction, explains how the individual studies (if including two journal manuscripts) are related. If you are only including one, thoroughly explain the topic, rationale for the study, and research questions you are exploring.
- Chapter II – Review of Literature, a comprehensive exploration of the framework underlying the thesis research. Alternatively, the material from Chapters I and II may be combined into a single chapter, e.g., “Introduction and Review of Literature.” If so, change subsequent chapter numbers accordingly.
- Chapter III – Methodology, an in-depth description of the research design(s) and methods.
- Chapter IV and V – Journal Manuscript Title/s will be specific to your study or studies - a minimum of one stand-alone manuscript chapters is required for a master's thesis using the journal manuscript format. Text in the manuscript chapter/s will likely duplicate material included in the first three chapters of your thesis. The goal is having a journal article "ready to go" to a journal for consideration.
- Chapter V or VI – Results, provide a summary of the work and a synthesis of results of the overall study.

Unique Considerations for the Journal Manuscript Format

Manuscript chapter/s included within UNC thesis must represent work conducted by the student while enrolled in a UNC graduate program and cannot have been used to obtain another degree.

Abstracts. Include an overall abstract for the thesis. You have the option of including a separate abstract specific to each journal article in addition to the overall abstract of the thesis. The journal article abstract would be more focused on the one topic than the broader spectrum of the thesis abstract.

Acknowledgements. Include only at the beginning of the thesis or creative project and not in the separate chapters or manuscripts.

Authorship. The student must be the sole author or first co-author of each article submitted as a manuscript chapter. Works co-authored with one or more faculty must include a summary of the contributions made by the student and by the faculty author(s) on the chapter title page. If you include a previously published article that has multiple authors, you, the student, must obtain permission from all co-authors before including the article in the thesis. While it is not necessary to include co-author permissions in the thesis appendix, you should send a copy to the graduate school and retain copies of such permissions for your personal records.

Copyright Release. Before including published or accepted for publication articles in your thesis or creative project, obtain a copyright release or permission from the journal or publisher. Include a note on the first page of chapter acknowledging previous publication of the material. The Graduate School will not accept a thesis or creative project for final submission without receipt of the copyright release(s). Manuscripts under review or that have not been submitted for publication do not need a copyright release.

Table of Contents. List the Contributions of Authors (first page of journal chapters) and correlating page numbers in the main thesis or creative project table of contents. You will not include a table of contents within the journal manuscript chapter/s.

General Formatting. All formatting requirements for the manuscript chapters are identical to those of the non-manuscript chapters. For example, apply the same margins, line spacing, heading styles, and editorial styles (e.g., APA style, Chicago style, etc.) throughout, regardless of the editorial style guidelines in targeted journal(s). Maintaining uniform formatting throughout the document establishes that the UNC thesis represents a unified body of work as well as facilitates a professional appearance of the overall document. Digital reproductions or reprints of previously published manuscripts are not acceptable in the thesis.

Reference List. Include a comprehensive reference list at the end of the thesis which includes all references cited in the entire thesis. In addition, you may choose whether or not to include separate journal manuscript reference lists in the manuscript chapter(s) which include only the sources from that article.

Alternate Format

Some researchers prefer to organize and present their work in formats that are either unique to a certain discipline or that more effectively communicate the research based on a particular paradigm. For example, a student conducting a critique of an artist or an artistic style

or a dramaturgical study may request a presentation format that is unique to that student's discipline.

If this is the case, at the time of the proposal, the student's research advisor will send an email explaining the alternate style, including rationale and an outline or pertinent examples, to the Thesis and Dissertation Specialist at the Graduate School. Obtain approval from the Graduate School *before* writing begins. Format and other guidelines within this manual apply to the alternate format unless specified in the Alternate Format Request.

Overall Formatting Requirements

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 up-to-date style manual and the current version of the *Master's Thesis and Creative Project Format Manual*.

Font Style and Size

- Use the same size and style font throughout the entire document, including page numbers, size 12, Times New Roman or Arial are preferred.
- Within long tables, you may use no smaller than 8-point font. Keep the table number, title, and figure number and captions the same size as the rest of the thesis.
- Use bold and italicized font sparingly within the body of the thesis, mainly for headings, as required by style manual guidelines.

Margins

- All margins will be 1 inch on all pages of the thesis including the preliminary pages, main body of the document, reference list, tables, figures, and appendices.
- Exception: the first page of each chapter and new section start 2 inches from the top of the page, 1 inch below the 1 inch margin setting. (Space down, don't change the margin on these few pages):
 - Signature Page,
 - Abstract,
 - Acknowledgments,
 - Table of Contents,
 - Lists of Tables/Figures,
 - Chapters (first page only),
 - References, and
 - Appendix title pages.
- Bottom margin may appear larger due to widowed or orphaned lines.

- Landscaped Pages - Format landscaped pages in the pdf version of your thesis so electronic readers do not need to turn their device to read.
- Do not justify the text - keep right side of the text jagged rather than even.
- Do not use a running head (the title or author name at the top or bottom of each page).

Paragraph Settings

- Double-space (only 1 blank line between lines of text.) Do not add extra space between paragraphs or above or below headings.
- Paragraph indents set at ½ inch.

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 heading at the bottom of a page without the related paragraph – move heading to the following page so it stays with the paragraph.

Line Spacing

- Double-space the narrative of the manuscript (one blank line between lines of text.) with these exceptions:
 - Block indent and single-space Hypotheses and Research Questions
 - Single-space footnotes, table titles, and figure captions.

Figures, Examples and Tables

- Figures, examples, and tables follow within one page of the related discussion.
- Text and tables, figures or examples may appear on the same page, however, do not break into the middle of a sentence or paragraph to insert it, place it at the end of a paragraph.
- Align all figures, examples, and tables within the left and right margin
- Neatly organize tables. Do not combine multiple tables into one long table; keep them simple and clean.
- Do not include “raw data” in tables such as unedited interview transcripts or computer output.

- Double-space short tables, and begin and end on the same page.
- Start long tables at the top of the page, single-space table content, 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 headings on each subsequent page.
- Make titles of tables, examples, and figures concise. Include all in a list of tables, list of examples, or list of figures worded exactly as they appear in the body of the thesis. If explanatory information is added to the title, do not place this material in the List of Tables, List of Examples, or List of Figures. (each list starts on a new page in the preliminary section, after the Table of Contents.)
- Table titles go above the tables. Choose one of the following numbering styles, and use throughout your document:
 - numbered consecutively in Arabic numerals throughout the manuscript.
 - chapter or appendix prefix in the table number, with table numbering starting again with table 1 in each chapter or appendix, such as:
 - tables in Chapter II would be Table 2.1, 2.2, 2.3, etc
 - tables in Appendix C would be Table C.1, C.2, C.3
 - Include appendix table titles in the List of Tables
 - Do not include chapter numbering if tables only appear in one chapter.
- Place figure titles outside and below the figure. Use the same numbering system for figures as for tables, using either consecutive numbering throughout the thesis or using the chapter or appendix prefix numbering format.
- Place example titles outside and below the example. Designate musical examples as “example” and abbreviated “Ex.” in the caption. Use the same numbering system for examples that they use for tables and figures.

Chapter or Section Heading Format

Style, format, and position of headings should follow rules in the publication style manual you are using, e.g., APA, Chicago style, etc.; however, the following rules also apply:

- Chapter or section title is not counted as a “level” in determining the heading format. The "First-Level Heading" starts after the title. Start over with "First-Level" in every new chapter or section.
- Centered titles and headings longer than 4 inches, divide into multiple, single-spaced, first lines longer than the next in all cases.
- Side headings longer than 2.5 inches, divide into multiple lines and single-spaced, first lines longer than the next in all cases.

- Apply to all centered and flush left titles and headings. Do not apply to paragraph headings (such as 4th or 5th levels in APA format.)
- Do not use acronyms or abbreviations in title or headings. Spell them out.
- If two (or more) headings appear together (without a paragraph between), leave 1 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.

Page Numbering

- Set page numbers ½ inch from the edge of the page (inside a page header or footer, within the margin) so the number does not overlap into the text of the thesis.
- Place page numbers on landscape pages in the top right of the page

Preliminary Pages - Roman Numerals

- Do NOT insert page 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 and continue until the first page of the thesis or creative project

Body of the Thesis or Creative Project - 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 corner of the page.
- Landscape pages, set the page number in the top right corner of the page.

Research Hypotheses and Research Questions

Block indent and single-space each question with double-spacing between questions. Use this format in all locations when you repeat the full question. If you are using guiding questions, aims or assumptions, follow these same formatting guidelines using A1, A2, etc. for Aims or Assumptions, and Q1, Q2, and so on for all types of questions. For example:

- Q1 To what extent does nurse work environment and level of burnout explain patients' satisfaction with care?

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

Many investigations include formal statements of research hypotheses in the thesis. Use the same format as used above for research questions. Number research hypotheses H1, H2, etc. and indent as a blocked quotation. For example:

- H1 Group study will result in higher achievement scores than individual study among graduate students enrolled in introductory level statistics courses.
- H2 Practice of a mental function will produce more rapid future learning of that mental function.
- H3 Attitudes toward occupational roles are related to behaviors and expectations associated with those roles.

Occasionally, a student might state statistical hypotheses, including null hypotheses, in addition to research hypotheses; if so, type them as H01, H02, and so on.

Format Requirements of the Thesis or Creative Project

This section identifies and details the order of the final thesis or creative project regardless of which structure you choose. Examples of specific pages are in the Appendix. All pages must follow the margin requirements: 1 inch on the top, left, right and bottom margins.

Preliminary Pages

Copyright Page

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. (Your name in URSA and DegreeWorks should match the name on the copyright page.)

The copyright page is not numbered and is placed before the title page. Registering the copyright is not required, but is highly recommended. You do not need to register the copyright with the Library of Congress in order to include a copyright page.

Title Page

Example of UNC format in the Appendix.

- Follow University of Northern Colorado layout.
- Include the full thesis or creative project title in all capital letters, centered between the margins.
- Format titles in all capital letters. If the title is longer than 4 inches, use an inverted pyramid format with the first line no longer than 4 inches and each subsequent line shorter than the previous line. Single-space the title if it requires two or more lines.
- Spell out acronyms or abbreviations in the title.
- If a title begins with an Arabic numeral, spell out the number, e.g., 21st Century would be written as Twenty-First Century; the only exception is for chemical compounds, e.g., 8-METHYL-6-THIOPURINE, for which numerals are permitted to begin a title.
- Center your name as it appears in URSA and DegreeWorks. Make name changes through the Registrar's Office.
- The title and student'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 (graduation month and year.)
- This page is not numbered.

Signature Page

Example of UNC format in the Appendix.

- Include ONLY the unsigned signature page in your thesis. Turn in one digital copy of the signature page. Signatures may be digital or hand-written.
- The title and author's 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.
- All faculty on the Master's thesis committee must hold Graduate Faculty or Graduate Faculty Equivalence status.
- Title must match exactly what is on the title page.
- This page is not numbered.

Abstract

Example of UNC format in the Appendix.

- Author Citation at the top of the abstract page is single spaced with a hanging indent on second and subsequent lines.
- Unless you will publish your thesis through ProQuest Information and Learning (PQIL), record it as an "Unpublished Master's Thesis or Creative Project."
- Author name and title on the abstract author citation should match those on the title and signature pages.
- The abstract is a brief description of the research topic, significance, methods, results, implications, and conclusions in a concise manner. There is no page or word limit for the abstract. Double-space the abstract.
- Number the first page of the abstract with page iii using lowercase Roman numeral at the bottom center of the page, in the footer (within the margin.)

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).
- If you are including journal manuscripts in your thesis, you may want to go into more detail about the contributions co-authors (if any) made to your research and article.
- 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.

- Number the acknowledgements (or dedication) pages sequentially after the Abstract pages and place the lower case Roman numerals in the bottom center of the page, in the footer (within the margin.)

Table of Contents, List of Tables, and List of Figures

Example of UNC format in the Appendix.

- The first entry in the Table of Contents either the first page of the PREFACE (if applicable) or CHAPTER I.
- Include every chapter, title, (and its respective page number) and at least one level of heading in the Table of Contents.
- Use Roman numerals for the chapter numbers in the Chapter and the Table of Contents.
- Page numbers should be flush at the right margin while keeping the chapters and headings cleanly aligned at the left. Do not allow words to run over into the page numbers.
- 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 separate lists for the List of Tables, List of Figures, or List of Examples following the same formatting rules as for the Table of Contents. Start each separate list on a new page.
- Number pages of the Table of Contents (and lists of tables, figures or examples) with lowercase Roman numerals continuing from the previous page, bottom center of the page in the footer (within the margin.)

Body of Thesis or Creative Project

The body of the thesis or creative project consists of the study itself. It should conform with the style manual appropriate to the discipline or type of research conducted and this *Master's Thesis and Creative Project Format Manual*. If there is a difference in style between the program's adopted style manual and Graduate School format, the Graduate School format overrides the program style manual. If you have questions, contact the Thesis and Dissertation Specialist in the Graduate School

Preface (optional)

Normally, there is no reason to include a preface in the thesis or creative project because an introduction is contained within the first chapter. Only in cases where the genesis of the undertaking is important for an understanding of the work, or where the method of research or other aspect of the investigation is out of the ordinary, would you include a preface.

Main Text of Thesis or Creative Project

Example of UNC format for first page of each new chapter and section in the Appendix.

- The main text of the thesis or creative project starts with page 1 of Chapter I.
- Start numbering on page 1 of the thesis with Arabic numerals, top right of the page, in the header (within the margin.)
- Follow heading style and format adopted by your program (e.g., APA, Chicago, Turabian, American Chemical Society, or American Sociological Society, etc.)
- Indicate IRB (Institutional Review Board) and/or IACUC (Institutional Animal Care and Use Committee) approval in the methods section if your research involves either human participants or animal subjects.
- Use consistent spacing after end of the sentence punctuation, e.g., using one or two spaces consistently following a period or question mark.

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.
- Check author citations and reference listings for name order, spelling, and year match. www.reciteworks.com is a tool that checks APA references and citation format.
- Every reference cited must be in the reference list.
- Every author or group in the reference list must be cited in the thesis or creative project. If not, remove them from the reference list.
- Do not allow a reference listing to divide in the middle; keep full listing on the same page.

Appendices

Example of UNC format of Appendix Title page in the Appendix.

- Include a separate title page for each appendix.
- List the appendix title and page number in the Table of Contents.
- Make format consistent with the rest of the thesis, including margins, page numbering, and clarity of scanned images.
- Make reductions clear and readable.
- Include the IRB or IACUC approval in an appendix, if applicable.

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 found on the Graduate School website. The entire document must satisfy the professional standards maintained by the Graduate School of the University of Northern Colorado.

_____ Do all pages in the document, including preliminary pages and appendixes, follow the margin requirements?

_____ Is your name identical as shown in DegreeWorks on the title page, signature page, and abstract citation? If a copyright page is included, does the 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 committee roles (e.g., Research Advisor, Committee Member, Faculty Representative) listed on the signature page?

_____ Does the Table of Contents reflect the exact titles, headings, and subheadings as they appear in the text? Does it reflect correct page numbers? Every time you make changes, recheck the page numbers.

_____ Do List of Tables and List of Figures entries reflect identical titles and page numbers as found in the text? Every time you make changes, recheck the page numbers.

_____ Have you changed the proposal wording from future to past tense in the final version of *all* chapters? Have you removed the word "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?

_____ If applicable, did you explain the informed consent process for a study involving human participants (subjects) and indicate receipt of IRB or IACUC approval in your methods section. Did you include a copy of the IRB or IACUC Approval in your Appendix, if using either human participants or animal subjects?

_____ Does each chapter start on a new page, 2 inches from the top of the paper?

_____ Have you eliminated “widows and orphans” from the document?

_____ Have you double-checked the spelling, author order, and year of every citation and reference listing? If a source has not been cited in the chapters, remove the listing from the references.

_____ If applicable, have you obtained appropriate copyright permissions for figures or previously published documents? If you are using the journal manuscript format, copyright permission would be needed if you include a published journal article as one of your thesis chapters.

_____ Have you checked the page numbering and order of pages on the original and all copies of the thesis before submitting the final version to the Graduate School?

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 your signature page to turn in separately from your thesis.
- If the committee requests changes to the content, the research advisor may wait to sign the signature page until changes are accepted. The Graduate School will not review a thesis or creative project if the committee has not approved and signed the signature pages.
- Turn in your thesis or creative project to the Thesis and Dissertation Specialist by email 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 the committee approves a student's thesis or creative project, email the following to the Thesis and Dissertation Specialist:

- Electronic copy of your thesis or creative project (in one MS Word or PDF document)
- Processing Form <https://www.unco.edu/graduate-school/pdf/thesis-capstone-dissertation/Processing-Form.pdf> - indicate the editorial style manual used (e.g., APA, Chicago, etc.) and the name of your typist, if applicable.
- Verification of Research Subject and Participant Compliance Form, signed by you and your committee chair
- IRB or IACUC approval (if applicable) and
- Signed signature page.

Two people from 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 students must wait for final approval *before* uploading Archival copy to Digital UNC. The Graduate School will keep the review copy and email revision notes to the student.

Fees

The Graduate School charges students' UNC student account (URSA) an \$85 publication fee after all forms and Archival upload requirements are completed. Students make payment through URSA.

Required Final Forms

Please Note: Open and complete the fillable forms on the Graduate School website, using Internet Explorer 11 as your browser. Forms are not successfully opening using Microsoft Edge, Chrome or Firefox.

If you are using a Macintosh to fill out Graduate School forms, you must use Adobe Reader or Adobe Professional. Do not fill out the form in Preview mode.

- **Processing Form** <https://www.unco.edu/graduate-school/pdf/thesis-capstone-dissertation/Processing-Form.pdf> - your URSA account will be charged an \$85 processing fee at the end of the semester.
- Digital UNC ETD form. Upload as a supplemental documentation in Digital UNC. <https://www.unco.edu/graduate-school/pdf/thesis-capstone-dissertation/Digital-UNC-ETD-Approval.pdf>
- All Masters Theses are required to deposit the electronic copy of the final scholarly project with Digital UNC electronic repository for UNC archives. The Thesis and Dissertation Specialist in the Graduate School will provide instructions after the scholarly project approval.

- 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 Thesis & Dissertation Specialist in the Graduate School.

Example of Appendix Title Page

(DO NOT include the above heading or blue text on your copies)

APPENDIX A

EXAMPLE PAGES FOR THESIS OR CREATIVE PROJECT

Format of Copyright Page

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FULL LEGAL NAME AS RECORDED IN URSA

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Copyright page is not numbered and does not count in page numbering

Format of Title Page for Master's Thesis or Creative Project

(DO NOT include the above heading or blue text on your copies)

UNIVERSITY OF NORTHERN COLORADO

Greeley, Colorado

The Graduate School

TITLES LONGER THAN FOUR INCHES, FORMAT IN
TWO OR MORE SINGLE-SPACED LINES IN
AN INVERTED PYRAMID FORMAT

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 or DegreeWorks

College
School or Department
Program or Department

December 2020

Month and year that degree is awarded

This page is not numbered

Example Title Page for Master's Thesis or Creative Project

(DO NOT include the above heading or blue text on your final pages.)

UNIVERSITY OF NORTHERN COLORADO

Greeley, Colorado

The Graduate School

JUDGE BIAS IN RHYTHMIC GYMNASTICS: AN
ETHNOGRAPHIC INVESTIGATION

A Thesis Submitted in Partial Fulfillment
of the Requirements for the Degree of
Master of Science

Joseph James Smith

Natural and Health Sciences
School of Sport and Exercise Science
Sports Coaching

December 2020

Format of Signature Page for Master's Thesis/Creative Project

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

Entitled: *Title of Thesis or Creative Project in Italics*

Top margin must be 2 inches

Left margin is 1 inch

has been approved as meeting the requirement for the Degree of Master of [i.e. Science, Arts, Music, etc.] in College of [Natural and Health Sciences] in School or Department of [Sport and Exercise Science], Program of [Sports Coaching]

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

Accepted by the Graduate School

Jeri-Anne Lyons, Ph.D.
Dean of the Graduate School
Associate Vice President for Research

Signature page is not numbered but is counted as page ii

Example of Signature Page for Master's Thesis/Creative Project

This Thesis by: Joseph James Smith

Entitled: *Judge Bias in Rhythmic Gymnastics: An Ethnographic Investigation*

has been approved as meeting the requirement for the Degree of Master of Science in College of Natural and Health Sciences in School of Sport and Exercise Science, Program of Sports Coaching.

Accepted by the Thesis Committee:

Daphne Q. Littleton, Ph.D., Chair

Ralph U. Kidding, Ph.D., Committee Member

Accepted by the Graduate School

Jeri-Anne Lyons, Ph.D.
Dean of the Graduate School
Associate Vice President for Research

Format for Abstract Page

Space down to two inches on first page of Abstract.

(DO NOT include the above heading or blue text on your final pages)

Left margin is 1 inch

ABSTRACT

Last name, First Name. *Title of thesis is in italics.* Unpublished Master of * (*Arts, Science, Music) thesis or creative project, University of Northern Colorado, Year.

Leave two blank lines between citation and abstract text

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 year must be year 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 (usually 1 to 2 pages; however, there is no page limit), an abstract gives the reader concise information that conveys the importance of the manuscript. Center "ABSTRACT" (two inches from the top of the page, one inch below the 1" top margin) above the author citation, and the body of the abstract is double-spaced.

The Abstract is the first page showing a page number. In the footer, insert page number with a lower case Roman numeral iii.

Format for Table of Contents, List of Tables & List of Figures

You may create manually by creating a table, then remove the lines or you may use the Table of Contents feature in MS Word

(DO NOT include the above heading or blue text on your final pages.)

Left margin is 1 inch

Space down to two inches from top of page (1" below 1" margin) on first page of Table of Contents

TABLE OF CONTENTS

I.	INTRODUCTION.....	#
	First Level One Heading	
	Second Level One Heading	
II.	REVIEW OF LITERATURE.....	#
	First Level One Heading	
	Second Level One Heading	
III.	METHODOLOGY.....	#
	First Level One Heading	
	Second Level One Heading	
IV.	ANALYSIS.....	#
	First Level One Heading	
	Second Level One Heading	
V.	CONCLUSIONS AND RECOMMENDATIONS.....	#
	First Level One Heading	
	Second Level One Heading	
	REFERENCES.....	#
	APPENDIX	
	A. Institutional Review Board Approval.....	#
	B. Title of Appendix B.....	#

The organization and titles of chapters may be different based upon the basis of your study. This is just a sample of the alignment. It is not required that you put page numbers for each level of heading, but if you do, be consistent

Sample Format for the First Page of Each Chapter

(DO NOT include the above heading or blue text on your final pages)

Space down on the first page of each chapter so CHAPTER starts 2" from top of paper. (1" down from 1" margin) Don't change margin, as you'll need to change it back at the end of the first page of chapter.

CHAPTER I

TITLE OF CHAPTER IN INVERTED FORMAT
AND SINGLE-SPACED IF TITLE IS
LONGER THAN FOUR INCHES

Level One Heading in Inverted Format and Single-Spaced if Title is Longer Than Four Inches

This is an example based upon the use of the Publication Manual of the American Psychological Association (6th Edition). If the editorial style manual you are using for your thesis does not specifically require bold font for headings, 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 or department's editorial guidelines for actual format for the heading style.

Level Two Heading in Inverted Format and Single-Spaced if Longer than Two and a Half Inches

If a side heading is longer than two-and a half inches, format it in multiple single-spaced lines, in inverted pyramid format. Make sure to remove "extra" space above and below headings. This is a setting in the Paragraph Settings.

APPENDIX B
JOURNAL MANUSCRIPT EXAMPLE PAGES

Example of First Page of Chapter in Journal Manuscript Format

(DO NOT include the above heading or blue text on your final pages)

CHAPTER IV

TITLE OF THE CHAPTER/MANUSCRIPT IN ALL CAPS
INVERTED PYRAMID STYLE AND
SINGLE-SPACED

Add generic description of format for acknowledging chapter material that has been previously published or accepted for publication.

Contribution of Authors and Co-Authors

Manuscript(s) in Chapter(s) II, III, IV, etc...

Author: Type author name here (First author must be the student)

Contributions: List contributions here, single spaced

Co-Author: Type co-author name here

Contributions: List contributions here, single spaced

Co-Author: Type co-author name here

Contributions: List Contributions Here, Single Spaced

****Make sure you include all authors and co-authors on this page, individually, and a brief paragraph of what each has contributed.**

Sample of First Page of Chapter in Journal Manuscript Format

CHAPTER IV

COMPARISON OF MODEL FIT INDICES IN CONFIRMATORY FACTOR ANALYSIS MODELS ACROSS FIVE SOFTWARE PACKAGES

Published in *Journal of Applied Statistics*, DOI number

Contribution of Authors and Co-Authors

Manuscript in Chapter IV

Author: Mary S. Smith

Contributions: Conceived the study topic, developed and implemented the study design. Generated and analyzed data. Wrote first draft of the manuscript.

Co-Author: Dr. Jacob B. Goodwin

Contributions: Helped conceive the study design. Provided feedback on statistical analyses and early drafts of the manuscript.

Co-Author: Dr. Keith L. Little

Contributions: Helped conceive and implement the study design. Provided field expertise and funding. Provided feedback on early drafts of the manuscript.

Co-Author: Dr. Janice J. Johnson

Contributions: Provided feedback on the study design. Provided statistical advice and comments on the manuscript.