

THE UNIVERSITY OF _____ GRADUATE SCHOOL GUIDE TO PREPARING
MASTER'S THESES

THE UNIVERSITY OF _____ GRADUATE SCHOOL GUIDE TO PREPARING
MASTER'S THESES

A thesis submitted in partial fulfillment
of the requirements for the degree of
Master of Science in Microelectronics-Photonics

By

T D
University of _____
Bachelor of Science in Chemistry, 2000

May 2012
University of _____

ABSTRACT

The University of _____ Graduate School Guide to Master's Theses will save you heartache, headache, irritation, and delay if you will read it thoroughly and completely, follow the directions carefully, and adhere to all standards and requirements. The guidelines are here to help you, and if you have a question about something that is not contained in the guidelines or is not clear, please contact the Graduate School at (479) _____

This thesis is approved for recommendation
to the Graduate Council.

Thesis Director:

Dr. D H

Thesis Committee:

Prof. HBC

Dr. HHTT

Dr. SPPP

Dr. HHHHHH (*ex officio*)

THESIS DUPLICATION RELEASE

I hereby authorize the University of _____ Libraries to duplicate this thesis when needed for research and/or scholarship.

Agreed

T D

Refused

T D

ACKNOWLEDGMENTS

Special thanks are due to the staff of the University of _____ Graduate School for all of their help with theses. It would be impossible to make it through the semester without their help.

Also, special thanks go out to the faculty and staff at the University of _____ for their commitment to the University and to the students.

DEDICATION

This edition of the *Guide to Theses* is dedicated to all master's students at the University of _____.

TABLE OF CONTENTS

I.	INTRODUCTION	1
II.	MASTER'S THESIS	2
A.	Paper Requirement	2
B.	Print Quality	3
C.	Style Requirements	3
D.	Format Requirements	3
1.	Type/Font	3
2.	Margins	3
3.	Page Numbering	3
4.	Placement of Page Numbers	4
5.	Placement of Page Numbers on Landscape Page	4
6.	Headers/Headings	4
7.	Spacing	4
E.	Abstract	4
F.	Special Problems	4
1.	Plagiarism, Copyright Violations, and Excessive Use of Materials	4
2.	Color	5
3.	Extra Large Pages	5
G.	Binding	5
H.	Publication of Master's Theses and Abstracts	5
I.	Copyrighting Master's Theses	5
J.	Intellectual Property	5
K.	University Libraries Requirements	6
1.	Oversized Materials	6
2.	Non-Print Materials	6
3.	Patented Master's Theses	6
L.	Detailed Arrangement of the Master's Thesis	7
M.	Theses Consisting of Published or Publishable Papers	8
N.	Partial Online Electronic Submission	9
O.	Master's Appendices	10
1.	Master's Thesis Check-list	10
2.	Sample of Master's Thesis Half Title Page	11
3.	Sample of Master's Thesis Full Title Page	12
4.	Sample of Approval Sheet for Master's Thesis	13
5.	Sample of Copyright Page (optional)	14
6.	Sample of Thesis Duplication Release	15
7.	Sample of Portrait Page Number on a Landscape Page	16

I. INTRODUCTION

Congratulations on reaching this stage in your academic program! You are beginning preparation of your master's thesis for final submission to the Graduate School.

This "Guide for Preparing Theses" will save you heartache, headache, irritation, and delay **if you will read it thoroughly and completely, follow the directions carefully, and adhere to all standards and requirements.**

This office highly recommends that a preliminary copy of the master's thesis or doctoral dissertation be presented to the Graduate School to check for formatting problems and adherence to page numbering specifications. This will most likely save you time, hassle, and money in the event that any changes are needed.

**Do NOT use a previous master's thesis
as a model for your paper!**

Because the master's thesis is the culmination of the student's study and learning in a graduate degree program, this work should represent and reflect the excellence of the student's abilities and competency. The subject should be current and pertinent to the discipline; the language should be clear and free from jargon; the grammar should be perfect; and the style, format, and quality of paper **MUST** meet requirements stated in this Guide. For other matters of style and directions on preparation of final copy, the student should consult the style book accepted in the specific field. Please remember consistency in formatting and style throughout your thesis.

For your convenience, there is a check-list at the end of each section of the Guide that you can use as a reminder of items which need your attention and a check-off for items you have completed.

If you have any questions or if you are in any doubt at all, please call the Graduate School at (479 before you proceed further. We prefer that you call and ask for information before you proceed, rather than have you proceed in error and be required to make what may be costly corrections and/or adjustments later, and perhaps delay completion of your degree.

II. MASTER'S THESIS

One unbound single sided cotton paper copy of the master's thesis must be submitted to the Graduate School preferably in a covered box. This must be done at least two weeks (10 working days) prior to the date the degree is to be awarded. These dates are posted on the website of the Graduate School .

Students should not wait until the last minute to secure approval of their master's thesis. They should allow time to make any corrections or adjustments that may be required by their committee or the Graduate School. If no corrections or adjustments are required, there is no harm in receiving approval well before the deadline. However, if some corrections or adjustments are required and the student has not allowed sufficient time to make these corrections or adjustments, graduation and the awarding of the degree may be delayed until the next semester and/or until approval has been received.

The copy of the master's thesis which is submitted to the Graduate School must meet all specified paper and duplication requirements, all form and format standards, and must not be punched or bound in any way.

Upon presentation of the final copy of the master's thesis to the Graduate School, the student must complete and submit the following forms, available in the Graduate School or on the Graduate School website at [:](#)

1. Library Transmittal Form
2. Intellectual Property Disclosure Form (requires signature of thesis director)
3. Verification of Research Compliance Form (requires signatures of thesis director and department head or program coordinator)

These forms should all be turned in with the final copy of the thesis. At that time directions for partial electronic submission to the publishing company will be given. Those directions are not available online or in this guide. Directions will only be given for partial electronic submission after the cotton paper copy and all required forms are submitted to the Graduate School. Some departments require a master's degree student to submit a copy of the thesis to the department. The student should consult the department chairperson regarding this requirement. If a copy is required by the department, it should also meet all Graduate School standards and requirements.

A. PAPER REQUIREMENTS

The copy of the master's thesis submitted to the Graduate School and the University Libraries in partial fulfillment of degree requirements must be presented on 8 1/2 x 11 inch, high-quality white bond paper in at least twenty (20) pound weight, watermarked 100% cotton fiber. Inverted or reversed watermarks are acceptable. **THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.** The University Bookstore carries acceptable paper in stock. This copy must be SINGLE SIDED.

B. PRINT QUALITY

Master's theses presented for deposit in the University Libraries must have clear, black, and neat type so that it will yield a very clean, distinct contrast between paper and type. Printers must produce letter quality pages. The University's Copy Services (located in the Arkansas Union) may be used for duplication.

C. STYLE REQUIREMENTS

A consistent style must be used throughout the master's thesis. For other matters of style and directions on preparation of final copy, the student should consult the style book accepted in the specific field. Textual or other material must be on only one side of each sheet of paper. If two pages need to face each other (as in a thesis for the Master of Fine Arts degree), the page facing down should be numbered on its back so that the number will face up (consistent with all other pages).

Style books are available in the University Bookstore or in the University Libraries. These books in no way supersede directions given in this Guide. They answer most of the questions confronting writers; other questions should be referred to the master's thesis director.

The Graduate School reserves the right to reject a thesis if a style guide is not followed.

D. FORMAT REQUIREMENTS

Type/Font

Any legible font except script, italic, or ornamental font that is equivalent in scale to 10 pt. Arial or 12 pt. Times New Roman is acceptable. The same font and font size should be used throughout the entirety of the paper. This includes headers, figure captions, footnotes, charts, graphs, etc.

Margins

All pages of the master's thesis must have the following margins:

Left:	1 inch
Right:	1 inch
Top:	1 inch
Bottom:	1 inch

ABSOLUTELY NO EXCEPTIONS WILL BE MADE TO THE MARGIN STANDARDS. IT IS THE STUDENT'S RESPONSIBILITY TO SEE THAT THE MASTER'S THESIS CONFORMS TO THEM.

Page Numbering

Page numbering begins with the first page of the body of the document. **ALL** pages beginning with page one, chapter title pages, section-dividing pages, appendices, etc. and continuing to the final page, **MUST** be consecutively numbered with Arabic numerals (i.e., 1, 2, 3, etc.) All pages prior to the first page of the body should **NOT** contain a page number.

Placement of Page Numbers

In a master's thesis, page numbering may be top right corner, top center, bottom right corner, or bottom center, but consistency is essential. When page numbers are top center or bottom center, they are placed 3/4" from top or bottom of the page. If page numbers are at top right, they should be no less than 1" from right margin and 3/4" from top. **ALL** pages **INCLUDING** page one, chapter title pages, section-dividing pages, appendices, etc. and continuing to the final page, **MUST** be consecutively numbered with Arabic numerals (i.e., 1, 2, 3, etc.) Also, page numbers can not contain running headers or any other symbols. The placement of the page numbers must be consistent throughout the entire document.

Placement of Page Numbers on Landscape Pages

Page numbers on landscape pages should appear in the exact same location as portrait pages. Please see page 16 of the guide for an example. The following link shows instructions on how to place portrait page numbers on landscape pages:

Headers/ Headings

No running headers are allowed. Headings (i.e. chapter title headings, section headings, etc.) should be formatted consistently throughout.

Spacing

The main body of the master's thesis must be double spaced. The bibliography should be single spaced within the item and double spaced between items. Lengthy quotations should be single spaced and indented. The abstract, acknowledgments, and dedication (if included) must be double spaced.

E. ABSTRACT

The abstract for a master's thesis should be double-spaced. Unless approved in advance by the Graduate School, abstracts are limited to 350 words. An abstract is required for all theses.

F. SPECIAL PROBLEMS

Plagiarism, Copyright Violations, and Excessive Use of Materials

U.M.I. ProQuest assumes no responsibility for direct quotations used without permission. When any copyrighted material is used extensively (that is more than 150 words in a direct quotation) the student must conform to all laws pertaining to the use of copyrighted material. The use of a figure or legend directly from a publication that is not cited is considered plagiarism. Also, excessive use of materials, including figures, legends, and images from a single publication, even if cited, is a copyright violation. In this case, it is acceptable to contact the author of the publication for permission to use his /her work. Documentation of permission must be included in the appendices of the paper. Consult with the Technology Licensing Office, (479) 575-7243, for information about copyright laws. The Graduate School reserves the right to check any thesis for plagiarism.

Last updated February 2012

Color

Color is not allowed in the form of text (i.e. hyperlinks, headings, etc.). Color is allowed in the form of photographs, tables, figures, graphs, etc. when a student's committee considers this essential to the thesis.

G. BINDING

DO NOT BIND THE MASTER'S THESIS IN ANY MANNER. The copy of the master's thesis **MUST** be submitted in loose leaf form. The University Libraries will be responsible for binding the paper.

H. PUBLICATION OF MASTER'S THESES AND ABSTRACTS

Theses and abstracts are published through ProQuest Dissertation Publishing and are available online and in microform. All candidates for the master's degree who are submitting a thesis as part of their degree requirements are required to complete a Master's Thesis Publication Agreement form through the UMI ProQuest website at the time the thesis is submitted to the Graduate School. The abstract is distributed through ProQuest Dissertations & Theses.

I. COPYRIGHTING MASTER'S THESES

Theses may be copyrighted, if desired, for a charge of \$55.00. This fee is paid online during the partial electronic submission process. A separate page bearing copyright notice, as specified in the agreement form, must be provided. (See page 17 for a sample of the copyright page).

J. INTELLECTUAL PROPERTY

Defenses of master's theses which contain information relevant to proprietary material or possible patent applications shall be held in the usual manner with the exception that those portions of these documents which deal specifically with proprietary material or patent related information will be presented and discussed only after the meeting has been closed to all persons except the candidate and the specifically assigned members of the review committee. The meeting will be re-opened when discussion moves to other portions of the work.

Master's theses containing information relevant to proprietary material or possible patent applications will be made available only to the members of the review committee. After the work has been successfully defended, a copy will be deposited in the University Libraries but under special conditions of limited access, i.e., listed in the library catalog but not placed on the shelf, and will be available for access only with the express permission of the director of the Technology Licensing Office. Such documents will remain in this restricted status and will not be forwarded to U.M.I. ProQuest until specific authorization for release has been given by the Technology Licensing Office.

Any questions referring to patentable inventions or proprietary material should be referred to the Technology Licensing Office at (479) 575-2995.

Last updated February 2012

K. UNIVERSITY LIBRARIES REQUIREMENTS

In order to ensure proper preservation, accuracy in processing master's theses for shipping, binding, and shelving, as well as ease of access by the public, the University Libraries require that the student adhere to the following 6 guidelines when applicable.

Oversized Materials

1. Oversized pages **THAT ARE TO BE** inserted and placed in the text of the master's thesis (no more than 11" high) **SHOULD NOT BE CREASED** when submitted to the Graduate School but securely inserted in the proper place within the text. These pages will eventually be creased by the Binding Unit before binding. Page numbering of oversized sheets that can be placed in the text must be on the **INSIDE** rather than the outside of the page to be folded. All margin and page number requirements must be met.
2. Oversized materials **THAT ARE NOT TO BE** folded within the text (more than 11" high) and that will be housed separately from the body of the thesis must not be folded or creased but must be submitted in either **TUBES** (which can be purchased in the Arkansas Union Bookstore) or in **COVERED BOXES**. All margin and page number requirements must be met. Tubes and boxes must be **CLEARLY** marked with the student's name and master's thesis title (do not use adhesive labels). Each individual sheet should have the proper placement clearly identified (if applicable) so that the reader can easily refer to it in the context of the text without confusion. Any necessary page numbering or page identification on oversized sheets that are separate from the thesis/dissertation should be done. Each oversized sheet should have the student's name and title of the master's thesis in **TYPE** or **PRINT** directly on each sheet.

Non-Print Materials

These materials include slides, DVDs, CDs, etc. The student must submit these materials in **COVERED BOXES**. Appropriate covers should be provided by the student to protect any DVDs or CDs that are submitted, and each item should be clearly identified with the student's name, ID number, month & year of graduation, title of the thesis, and title of the item, both on the DVD or CD and the cover. DVDs and CDs can be inserted in the box in which the master's thesis is submitted.

Patented Master's Theses

The master's theses awaiting patents will remain unprocessed and will be kept in the vault in Mullins Library until such time as the library receives a statement of release from the Technology Licensing Office. Master's theses awaiting patents may not be accessed by any library user except by the author unless expressly permitted by the Technology Licensing Office. Additional information about patents is available on page 5 in section J. Intellectual Property.

L. DETAILED ARRANGEMENT OF THE MASTER'S THESIS

1. Fly leaf (a blank page)
2. Half Title which should be centered between the 1" left margin and 1" right margin; See page 11
3. Title Page which should be centered between the 1" left margin and 1" right margin. See pages 12. On the title page, the following information must be listed:
 - a. the title of the master's thesis
 - b. "A thesis submitted in partial fulfillment of the requirements for the degree of (Master of Arts in, Master of Fine Arts in, Master of Music in, Master of Science in, etc)." Contact the Graduate School for the exact degree
 - c. the full name of the author (this must be the name of the student record)
 - d. previous degree or degrees with the name of the institution and the year awarded in date order (see page 12) if more than one degree has been received from the same institution, the institution's name should be repeated above each degree
 - e. the month and year in which the degree sought is to be awarded (contact the Graduate School for the correct month and year);
 - f. "University of Arkansas"
4. Abstract which must be double-spaced
5. Approval sheet with the following information:
 - a. "This thesis is approved for recommendation to the Graduate Council"
 - b. spaces for the signatures of the master's thesis director and members of the committee
 - c. Original signatures are needed on cotton bond paper only. The name of each committee member will be typed directly under each signature line. See page 13
6. Copyright page (optional); See page 14
7. Thesis duplication release; See page 15
8. Acknowledgments (optional)
9. Dedication (optional)
10. Table of contents with page references, bibliography/references/works cited/etc. (REQUIRED)
11. List of tables, list of figures, abbreviations, etc. (optional)
12. List of papers (required for published papers format ONLY)
13. Preface (optional)
14. Body of master's thesis. Begin page numbering with Arabic numerals and continue consecutively to end of master's thesis. Do not skip any pages within the body of the master's thesis:
15. Bibliography/References/Works Cited, (continue Arabic numbering);
16. Appendix (optional), (continue Arabic numbering);
17. Index (optional), (continue Arabic numbering);
18. Vitae (optional), (continue Arabic numbering): A vitae of the author may be included. This should be a single-spaced, brief account of the student's training, experience, and of professional memberships, contributions, and/or publications. Please remove any personal contact information.
19. Final fly leaf (a blank page)

M. THESES CONSISTING OF PUBLISHED OR PUBLISHABLE PAPERS

It is acceptable in some fields for students to submit a master's thesis composed of some number of previously published or publishable papers. A student who contemplates this type of submission should seek the approval of his/her thesis chair before beginning the project and should notify the Graduate School when submitting the thesis. Students should be aware that some departments/programs have very strict rules about submitting this type of thesis and some departments/programs do not allow it.

Graduate School requirements with regard to this type of submission include the following:

- The thesis must include an abstract.
- If the papers have been published previously, the thesis must include a list of the original papers included in the thesis with a full publication citation for each. This should be inserted after the Table of Contents but before the first paper.
- If the papers have been published previously or have been submitted/accepted for publication, the papers should include the exact content published or required by the publisher but should follow all formatting requirements mentioned in this Guide.
- The thesis must include an introduction, separate from the papers, which presents the topic of the thesis and explains the rationale for compiling these papers into one document.
- The thesis must include a final section entitled "Conclusion" which summarizes the papers and provides concluding remarks.
- References and appendices should be placed after each individual chapter or paper, including the introduction, conclusion, and literature review if applicable. If the same references or appendices are used in in multiple chapters, they should be relisted after each chapter in which they refer.

Each paper must be presented in its entirety within the thesis, including all references. All other applicable Graduate School rules with regard to format requirements and the submission of the thesis **MUST** be followed. Please remember consistency in formatting and style throughout your thesis.

This office highly recommends that a preliminary copy of the master's thesis consisting of published or publishable papers be presented to the Graduate School to check for formatting problems and adherence to page numbering specifications. This will most likely save you time, hassle, and money in the event that any changes are needed. When presenting the thesis for a thesis check, please let the Graduate School know that you are following the "published papers" format.

**Do NOT use a previous master's thesis
as a model for your paper!**

N. PARTIAL ONLINE ELECTRONIC SUBMISSION

The partial online electronic submission process is now mandatory effective Fall 2011. This option waives the U.M.I. ProQuest fees that were previously assessed when a student turned in the final copies of the thesis. After submission of the cotton paper copy to the Graduate School, the student will be given directions to submit their thesis electronically online to the publisher on any computer available to them. There will not be a fee associated with the thesis partial electronic submission process unless a student chooses to copyright or purchase copies of their thesis from the publishing company, both of which are optional.

Any thesis submitted to the publishing company's website before the cotton-paper copy and all forms are submitted to the Graduate School will be rejected until such time as all forms and hard copy are received.

O. MASTER'S APPENDICES

MASTER'S THESIS CHECK-LIST

1. Did you present a preliminary copy of the master's thesis to the Graduate School for a format check?
2. Did you inform the Graduate School if you intend to submit a thesis consisting of published or publishable papers?
3. Have you checked with your department/program about their rules regarding a thesis consisting of published or publishable papers?
4. Have you thoroughly proofread the master's thesis even after duplication/reproduction?
5. Have you used one of the approved style manuals as a guide in writing your master's thesis?
6. Have you checked for typing, spelling, and grammatical errors?
7. Have you double checked the title of your thesis for correct spelling and consistency on all pages?
8. Is the type clean, neat, and dark? Is the font equivalent in scale to 10 pt. Arial or 12 pt. Times New Roman? Is the same font used throughout the entire paper?
9. Do all margins conform to the following standards? At least:
 - 1 inch from left
 - 1 inch from right
 - 1 inch from top
 - 1 inch from bottom
10. Is page numbering consistent throughout? (Refer to page 4 of this Guide.)
11. Have you made paper adjustments for any special problems?
 - a. Illustrations
 - b. Use of copyrighted material
 - c. Extra large charts, maps
 - d. Computer printouts
12. Have you used 8 1/2 x 11 inch, high quality white bond paper in twenty (20) pound weight, watermarked 100% cotton fiber for at least one copy?
13. Does the date of the master's thesis title page agree with the month and year that the degree will actually be awarded?
14. Have you secured one set of original signatures on a 100% white bond paper approval sheet?
15. Have arrangements for copying the master's thesis been made well in advance so the deadline for depositing the master's thesis can be met?
16. Have you signed the thesis duplication release page on 100% white bond paper?
17. Is the Intellectual Property Disclosure form signed by your thesis director?
18. Is the Verification of Research Compliance form signed by your dissertation director and department head or program coordinator?
19. Have you included an abstract of your thesis that is no longer than 350 words?
20. If your thesis includes CDs or DVDs, have you included a set of CDs or DVDs, and does each item have your name, ID number, month and year of graduation, title of the thesis, and title of the item?

Last updated February 2012

SAMPLE OF MASTER'S THESIS HALF TITLE PAGE

THE PREDICTIVE VALUE OF THE THURSTON PSYCHOLOGICAL
EXAMINATION: RESULTS OBTAINED WITH THREE
FRESHMAN CLASSES OF THE UNIVERSITY OF _____

SAMPLE OF MASTER'S THESIS TITLE PAGE

THE PREDICTIVE VALUE OF THE THURSTON PSYCHOLOGICAL
EXAMINATION: RESULTS OBTAINED WITH THREE
FRESHMAN CLASSES OF THE UNIVERSITY OF ARKANSAS

A thesis submitted in partial fulfillment
of the requirements for the degree of
Master of Arts in Psychology

Line breaks
exactly as
shown

By

Line breaks
exactly as
shown

John Henry Jones
University of Missouri
Bachelor of Arts in Psychology, 2000
University of Missouri
Bachelor of Science in Health Science, 2000

May 2012
University of Arkansas

Contact the Graduate
School for the correct
graduation month
and year

SAMPLE OF APPROVAL SHEET FOR MASTER'S THESIS

This thesis is approved for recommendation
to the Graduate Council.

Thesis Director:

(typed name e.g., Dr. Jane Doe)

Thesis Committee:

(typed name)

(typed name)

(typed name)

[NOTE: Original signatures are needed on cotton bond paper only. The approval sheet contained in the electronic PDF copy should not contain the signatures of the committee members.]

SAMPLE OF COPYRIGHT PAGE (optional)

©2011 by John Henry Jones
All Rights Reserved

Name should match
name on Full Title
Page exactly

[This page should be included ONLY in theses that are copyrighted.]

SAMPLE OF THESIS DUPLICATION RELEASE

THESIS DUPLICATION RELEASE

I hereby authorize the University of Arkansas Libraries to duplicate this thesis when needed for research and/or scholarship.

Agreed _____
(typed name as it appears on Full Title Page)

Refused _____
(typed name as it appears on Full Title Page)

[NOTE: To comply with Public Law 94-553-October 19, 1976, of the 94th Congress, and Act for the General Revision of the Copyright Law, Title 17 of the United States Code, the following is to be in the thesis and signed by the student. Also, an original signature is needed on cotton bond paper only. The duplication release contained in the electronic PDF copy should not contain a signature.]

This is an example of a Portrait Page Number
on a Landscape Page
Directions can be found at