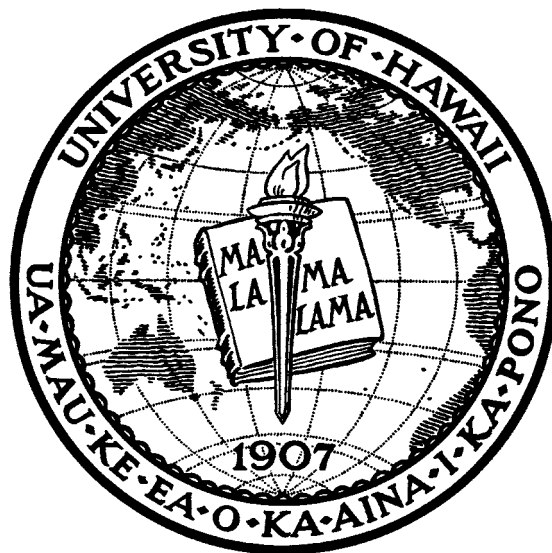

STYLE & POLICY MANUAL

For Theses and Dissertations



University of Hawai'i Graduate Division

INTRODUCTION

Congratulations on your progress! The submission of your master's thesis or doctoral dissertation is the last step in the program leading to the award of your degree. The final copy becomes a permanent and official record available for public use. Because your dissertation or thesis is an official addition to the body of scholarship and research undertaken at UH, the Graduate Division provides this manual as a guide for its preparation and submission.

Your thesis or dissertation committee is responsible for reviewing both the style and the content of your manuscript. The guidelines explicated here focus primarily on physical format. If you follow these guidelines, the format of your thesis or dissertation will meet the minimal requirements. Be aware, however, that your committee can both waive these or set higher standards. Because it is your responsibility to ensure that your thesis or dissertation is a professional document, you are advised to become thoroughly familiar with these instructions before you begin writing. Consult with your committee members, especially your chair, regarding current standards and models unique to your field of study.

Revised April 2002

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1. PROCEDURES

1.1 Responsibility

The student is solely responsible for the preparation of the thesis or dissertation according to the format and timetable prescribed by the faculty advisory committee, and within the timetable specified by the Graduate Division. It is the responsibility of the student's advisory committee to judge the acceptability of the thesis/dissertation/major paper from all standpoints, including writing quality, neatness, mechanical considerations, and technical and professional competency. Committee members attest to acceptability when they sign the signature page. Therefore, it is important that they be provided with a copy of the thesis, dissertation, or major paper before the student's defense.

Each department is responsible for specifying an acceptable style or styles for theses, dissertations, and major papers prepared by its graduate students. Generally, the style should conform to the major professional or scientific journals in the student's area of study. If there is available a suitable style manual, such as the Style Manual for Biological Journals or the APA Publication Manual, the department may wish to specify such as an acceptable style. If a style manual is not available, the department may wish to develop its own or suggest the major journals whose style is acceptable. Students should check with their major professor regarding an acceptable style and should become thoroughly familiar with it before they begin preparing their thesis. This manual also outlines a style that is acceptable in many fields.

The student and his/her thesis or dissertation committee are jointly responsible for seeing that the manuscript follows a correct form of scholarly style and usage. In fulfillment of this responsibility, each member of a candidate's committee must have made his or her criticisms and have seen and approved the changes the student has made in response to those criticisms before final typing of the thesis or dissertation. After a successful defense of the thesis or dissertation, the members of the committee indicate their approval of the final copy by affixing their signatures on the signature page. Finally, after the thesis or dissertation is suitable for microfilming and deposit in Hamilton Library, it is accepted by Graduate Division.

1.2 Language

The thesis or dissertation must be written in English or in Hawaiian. All Graduate Division requirements must be met. The thesis or dissertation must be read and approved by the committee. If the paper is written in Hawaiian, an abstract in English must also be provided.

1.3 Registration for Thesis 700 or Dissertation 800

You may register for Thesis 700 or Dissertation 800 only after you have passed all comprehensives, selected your committee, your thesis or dissertation proposal has been approved, and Progress Report Form II submitted to the Graduate Records Office. You must be registered for a minimum of one (1) credit of Thesis 700 or Dissertation 800 during the term in which your degree is to be awarded.

1.4 Application for Degree and Payment of Fees

Complete the Graduate Application for Degree form (available in the Graduate Records Office, Spalding 352), by the deadline printed in the *General and Graduate Information Catalog* for the semester in which you expect to be awarded your degree. Take the completed form to the UH Mānoa Cashier's Office, Queen Lili'uokalani Center for Student Services, Room 105, and pay the necessary fees for the diploma and the cost of binding one copy of your thesis/dissertation.

Your application and fees will automatically be carried over if for some reason you fail to complete your degree as planned. If you fail to register for Thesis 700 or Dissertation 800 in that semester, your diploma application and fees will be filed away and reactivated only upon your notification to the Graduate Records Office of your intention to complete your degree work.

1.5 Final Examination or Defense of Doctoral Dissertation

The defense of the dissertation must be open to the public and held during regular business hours (8:00 a.m. to 4:30 p.m.). Your defense will be announced in the University's weekly newsletter, *Kū Lama*.

Notice of the defense of the doctoral dissertation, signed by the chairperson of the dissertation committee, must be submitted to the Graduate Records Office four weeks prior to the scheduled date of defense.

Final examination results or defense of dissertation outcome (Progress Form III) are due in the Graduate Records Office three and a half weeks prior to the thesis/dissertation submission deadline of the semester in which you plan to graduate.

1.6 Thesis/Dissertation Due Date

Graduate Division Requirement. Doctoral candidates are required to submit two unbound copies of the dissertation and master's candidates are required to submit one unbound copy of the thesis. Theses and dissertations must be submitted to the Graduate Division by the date specified in the *General and Graduate Information Catalog*. A list of deadlines is also available in the Graduate Records Office (Spalding 352).

Theses/dissertations turned in late (with prior approval from the Assistant Dean of the Graduate Division) may be accepted, but there is no guarantee that the degree will be conferred that semester.

Field of Study Requirement. Copies of your completed thesis/dissertation must be submitted to your committee members at least four weeks prior to the date of the final oral examination.

2. ORGANIZATION OF CONTENTS

The following preliminary pages precede the body of the thesis or dissertation, should appear in this order, and with the exception of the title page are numbered in lowercase Roman numerals.

- title page (no page number)
- signature page
- copyright page (optional)
- dedication page (optional)
- acknowledgments (optional)
- abstract
- table of contents
- list of tables
- list of figures/illustrations/graphs/charts/maps/plates
- list of abbreviations and symbols (optional)
- preface (optional)

The text and other pages following the preliminary pages are numbered with Arabic numerals and must be arranged in the following order:

- text (chapters of the manuscript, including tables and figures)
- appendices
- notes
- glossary (optional)
- bibliography/references
- index (optional)

2.1 Title Page

Samples A and B, provided at the back of this booklet, illustrate acceptable thesis/dissertation title page formats. **The format of the title page is closely monitored by Graduate Division.** You must include an ‘okina (‘) before the last “i” when writing out “Hawai‘i.”

Indicate your degree and field (e.g., Master of Science in Zoology), and give the month and year of graduation (December, May, or August). Do not use the date you completed or turned in the thesis/dissertation.

Committee members' names must appear on the title page. Customarily, the name of the outside committee member is given last.

Titles such as Dr. or Ph.D. for committee members or for yourself are not included. However, the chair should be designated by the word "chairperson."

Certain departments (e.g., Biomedical Sciences, Botanical Sciences, East Asian Languages and Literatures, Languages and Literatures of Europe and the Americas) include the specialties in which students receive their degree. These specialties should be indicated on the title page and signature page as shown in the examples below:

Languages and Literature of Europe and the Americas (German)
Biomedical Sciences (Physiology)
East Asian Languages and Literatures (Korean)
Zoology (Ecology, Evolution and Conservation Biology)

2.2 Signature Page

Obtain original signatures of all the committee members. Type only as many lines as there are committee members signing; extra lines may suggest that some committee members found the thesis/dissertation unsatisfactory. Signatures must be in permanent BLACK INK. Refer to Samples C and D for signature page formats. To safeguard against a committee member signing into the right margin, it is suggested that you increase the right margin on this page to two inches (as has been done on Samples C and D). **Please note that no title or heading appears on the signature page.** In addition, the page number (ii) should be positioned consistently with the page numbers in the rest of the manuscript (either in the top right corner or centered one inch from the bottom of the page).

You must submit the original signature page with the thesis or dissertation. For the second copy, a photocopy of the signature page is acceptable.

2.3 Acknowledgments

Use your discretion in making acknowledgments. It is customary to acknowledge special assistance from extramural agencies. There is no obligation that assistance received from members of the dissertation or thesis committee be acknowledged. Acknowledgments should be couched in terms consistent with the scholarly nature of the work. Your name and the date should not appear on this page.

2.4 Abstract

Thesis. An abstract is not required for a thesis. However, if you plan to publish your thesis with ProQuest, you must include an abstract of no more than 150 words.

Dissertation. As of Fall 1989, all doctoral students are required to publish their dissertations with ProQuest or an equivalent publishing firm suggested by the student and approved by the Graduate Division. If publishing your dissertation through ProQuest, the abstract can be no more than 350 words.

The abstract included with the thesis or dissertation must be double-spaced and the title should simply be ABSTRACT. If you are participating in ProQuest, you must also submit an additional abstract and title page. Further questions about the preparation and filing of the application should be addressed to ProQuest.

2.5 Table of Contents

The table of contents is to include the following pages: acknowledgments, abstract, list of tables, list of figures, list of abbreviations and/or symbols, appendices and bibliography as well as the major sections of the text. Please note the following:

- You must have dot leaders between the end of a heading and its page number.
- Wording of headings on the table of contents must reflect wording of headings within the text precisely.
- Each new sub-level heading must be indented to distinguish it from the previous sub-level. (See Section 3.2.)
- The title page, signature page, dedication page, and table of contents are not listed in the table of contents, however with the exception of the title page these pages must be numbered.

TABLE OF CONTENTS	
Acknowledgments	iii
Abstract	iv
List of Tables	vi
List of Figures	vii
List of Abbreviations	viii
Preface	ix
Chapter 1: Introduction	1
Historical Backgrounds	2
Cultural Backgrounds	5
Chapter 2: Method	11
Mail Survey	13
California	15
Hawai'i	26
Phone Survey	32
California	33
Hawai'i	41
Chapter 3: Results	50
Geographic Demographics	54
Interviewer Biases	81
Chapter 4: Conclusion	100
Appendix A: Survey	124
Appendix B: Interview Transcripts	142
References	163

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2.6 List of Tables

The term "table" applies to numerical and statistical data set in vertical or horizontal alignment. If there are tables in your text or appendix, a list of tables must be included. The list of tables is on a page by itself and arranged in the same general format as the table of contents. Type the table numbers in Arabic numerals, and the titles in uppercase and lowercase letters, with dot leaders extending from the last letter of the title to the page number. Please note:

- Titles may be shorter than they appear in the text as long as they are not misleading. Titles may not be longer than the titles in the text.
- Numbering of tables. You have two options: (1) you may begin by numbering the first table with "1" and continue to number your tables consecutively throughout the entire manuscript; or (2) using a decimal numbering system you may number your

LIST OF TABLES	
<u>Table</u>	<u>Page</u>
1. Demographic Data for 1989	9
2. Demographic Data for 1990	12
3. Predicted Results of 1989 Survey, by Age	21
4. Predicted Results of 1989 Survey, by Residence	36
5. Predicted Results of 1990 Survey, by Age	49
6. Predicted Results of 1989 Survey, by Residence	58

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tables consecutively within each chapter. Thus, if chapter four has three tables and chapter five has three tables, the numbering would be as follows: 4.1, 4.2, 4.3, 5.1, 5.2, 5.3. The same numbering system applies to figures.

- Single space within titles which are longer than one line, but double space between each entry.

2.7 List of Charts, Graphs, Figures, Illustrations, Plates, Maps

This list is also placed on a page by itself and arranged in the same general format as the list of tables. Designate figure numbers with Arabic numerals, and plate numbers, if any, with capital Roman numerals. If the thesis/dissertation contains both figures and plates, arrange them on separate lists.

2.8 List of Abbreviations and/or Symbols

If abbreviations and/or symbols are needed in the text, a list should be provided to explain their definitions or meanings. The list is to be placed on a separate page and included after the list of figures.

LIST OF FIGURES	
<u>Figure</u>	<u>Page</u>
1. Map of O'ahu	18
2. Bernoulli Curve, Region A	50
3. Bernoulli Curve, Region B	51
4. Bernoulli Curve, Region C	52
5. Distribution of Survey Data	74

v

2.9 Preface

A preface, while optional, enables you to explain your purpose and perhaps justify your choice of a topic. If utilized, it is part of the preliminary pages (numbered with lowercase Roman numerals) and, therefore, precedes the main text.

2.10 Text

The organization of the text varies with the discipline and the subject matter. If the thesis/dissertation is divided into chapters, each chapter must be titled and must begin on a new page. Chapter headings must be centered, and a consistent font size and style should be used throughout the paper.

If you are dividing your thesis or dissertation into "parts" as well as chapters, the designations of "Part I," "Part II," etc., must appear on a separate cover page. Each chapter begins on a new page. Chapters within parts are numbered consecutively through the manuscript (*not* beginning over with 1 in each Part).

2.11 Appendices

Materials not vital to the text, but which supplement the text, are placed in an appendix or appendices. Appendices may include schedules, lists, questionnaires, tests and forms used to collect data, as well as case studies and series of plates, graphs or charts which would take up too

much space or which would be distracting if placed in the text. Do not use cover pages; simply center the title of the appendix at the top of the first page of the appendix (following the format of chapter titles).

Each type of material (e.g., tables, questionnaires) forms a separate appendix, which must be labeled separately (Appendix A, Appendix B, etc.); each appendix must be titled (title should give indication of the content/material that is included in the appendix). If only one appendix is used, it should be designated simply "Appendix," not "Appendix A."

The appendices must meet the specifications for other pages in the text with respect to margins, appropriate pagination, quality of reproduction and paper, etc.

2.12 Bibliography/References

Use a bibliographic style that is professionally accepted in your field. The bibliography appears immediately after the last page of the text unless an appendix intervenes, in which case it follows the appendix. The references must be the last element of the thesis or dissertation unless there is an index.

The bibliography must include every reference mentioned in the body or cited in the footnotes of the text. Under no circumstances should materials that have not been used in the preparation of the thesis/dissertation be cited. The heading "Literature Cited" may be used when the list includes only those references which have been cited in the text or footnotes. In every case, consult with your committee as to the form and arrangement of the bibliography.

3. TEXT FORMAT

3.1 Style

With the exception of the guidelines in this booklet, all aspects of style, usage, and format are left to the discretion of the department and faculty advisory committee. Students and their advisers are urged to refer to one of the leading style guides, such as those indicated below, or to the style of a leading journal or publication in the discipline, for those aspects left to their discretion.

Some suggested style manuals:

American Psychological Association. *Publication Manual of the American Psychological Association.*

Council of Biology Editors. *CBE Style Manual.*

Modern Language Association. *MLA Handbook for Writers of Research Papers, Theses, and Dissertations.*

Miller, J. and Taylor, B. *The Thesis Writer's Handbook.*

Turabian, Kate L. *Manual for the Writers of Term Papers, Theses and Dissertations*.

University of Chicago Press. *A Manual of Style*.

Strunk, W., Jr. and E. B. White. *The Elements of Style*. (For grammar and punctuation only.)

3.2 Headings in the Text

It is important that headings and subheadings be consistent throughout the document. Not only does this give the document a professional appearance, it provides clarity and guidance to the reader. Please heed the following guidelines:

Major Headings. These include acknowledgments, abstract, table of contents, lists of tables and figures, preface, chapter headings, appendices and bibliography. Begin each major heading on a new page, followed immediately by the text. All of these headings must be done in the same size and style (e.g., all capital letters, all bold letters). The chapter heading appears only on the first page of the chapter.

Subheadings. Each different level must be distinguished by a different style. For example, the first sub-level might be centered and underlined, and the second sub-level might be flush left with no underline. Be sure that these styles are used consistently! Although each different level must be distinguished, the same level must have a consistent style throughout the work. Subheadings should NOT begin on a new page (unless, of course, the previous section ended at the bottom of a page).

Each different sub-level must be listed appropriately in the table of contents. Each new sub-level is indented a little farther right than the previous level in the table of contents. The title of the thesis or dissertation should appear only on the title page. Please note that in the following examples, the dotted lines represent text.

3.3 Margins

Standardized margins are required on every page to ensure that no part of the thesis or dissertation is cut off when it is bound and trimmed. The left margin must be 1½ inches from the edge; all other margins must be at least 1 inch from the edge. The only exception is facing pages, which should have the 1½ inch margin on the right side.

Page numbers must fall **within** the margins. See Figures 1 and 2 on the next page.

Full justification will be accepted only if there are no large white spaces between words. Spaces between words must be approximately even in size.

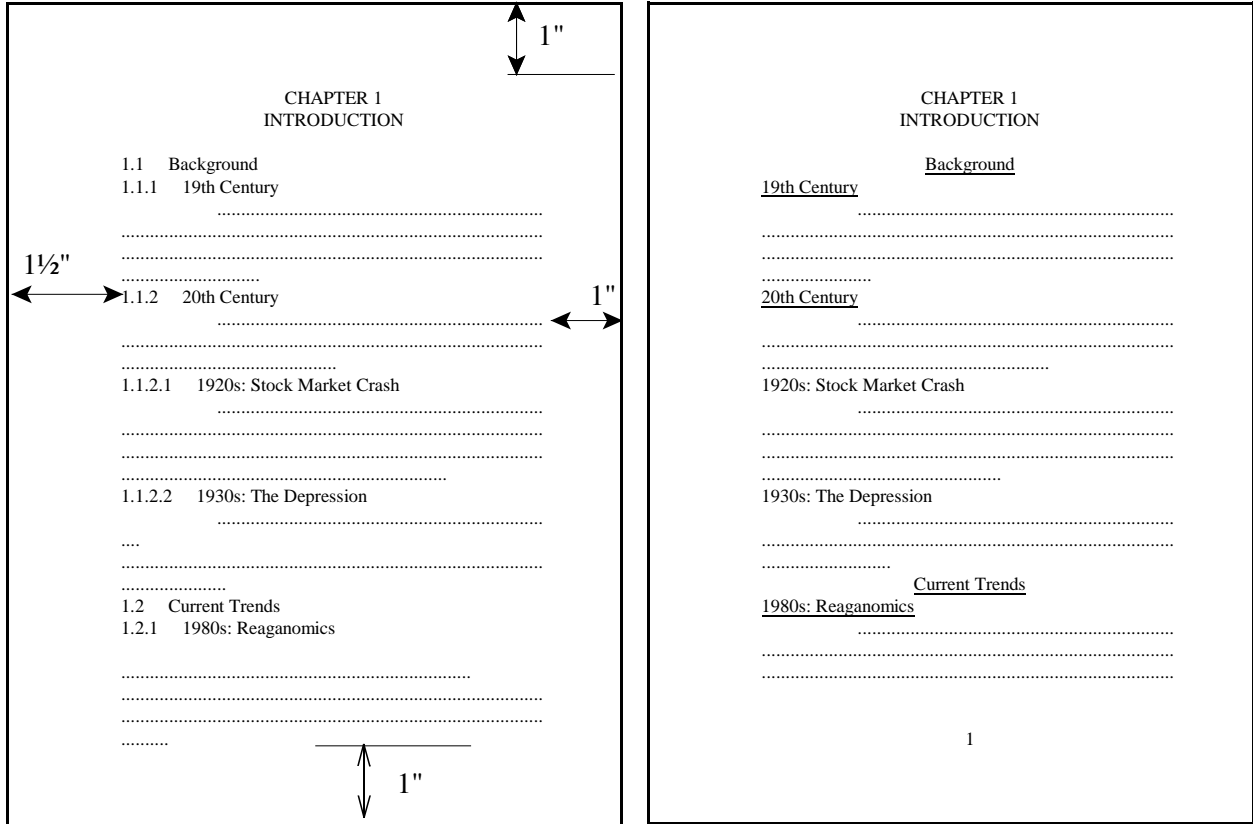


Figure 1. Examples of Subheading and Margins

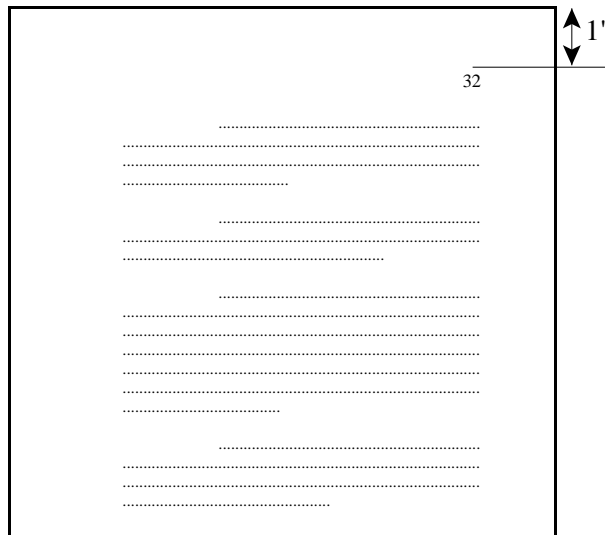


Figure 2. Example of Top Margin with page number in upper right

3.4 Use of Languages other than English.

Choose a style and be consistent. The Chicago Manual of Style suggests that isolated words or phrases in a foreign language be set in italics, but underlining can also be used. A quotation entirely in a foreign language should only be enclosed in quotation marks, not italicized or underlined. Also, foreign words commonly used in English (i. e., they can be found in a good English dictionary) should not be distinguished.

When using Hawaiian words, be consistent. If you are going to write them as they are written in Hawaiian, then do so throughout your paper. For example, when writing the “University of Hawai‘i at Mānoa,” an ‘okina (‘) should be included before the last “i” in “Hawai‘i” and a kahakō (̄) is necessary above the first “a” in “Mānoa.”

3.5 Line Spacing/Widows and Orphans

Double spacing is required except where style calls for single spacing (e.g., footnotes, indented quotations, tables).

Widows (e.g., the last line of a paragraph as the first line of a page) and orphans (e.g., a heading or first line of a paragraph as the last line on a page) are not acceptable.

3.6 Punctuation

Many common manuscript problems involve punctuation, especially the use of commas. For example, when used with quotation marks, commas and periods are placed within the quotation marks while colons and semicolons are placed outside of the quotation marks. Also remember to use commas after the terms "e.g." and "i.e."

3.7 Hyphenation

Consult a dictionary for correct hyphenation. As a general rule, no more than three hyphens at the end of a line per page is acceptable. It is also not acceptable to have more than two consecutive hyphens at the ends of lines. Be sure to check the number of hyphenated words per page if you are using the automatic hyphenation function on your computer.

3.8 Pagination

Every page in your manuscript must be counted in the numbering. A page number must appear on every page with the exception of the title page and cover pages for "Part I, II," etc. Placement, size, and style of page numbers must be consistent throughout and should not exceed the margins. Page numbers should appear either in the top right corner (one inch from the right edge of the paper and one inch from the top) or centered one inch from the bottom of the page. This includes the signature page as well as pages with tables, figures, appendices, etc.

Page numbers with letter suffixes, such as 10a, 10b, etc, are not acceptable. Do not write the word "page" before the number. No dashes, periods, underlining, or any other marks may appear before, after, or under the page numbers. Zeroes with a slash through them are not acceptable.

3.8.1 Preliminary Pages

Preliminary pages (see Section 2. for a detailed list) are numbered in lowercase Roman numerals (ii, iii, iv, etc.), beginning with the signature page, which should be numbered "ii," and so on to the end of the preliminaries. (Note: The title page counts as page "i" but the number is not placed on the page.) Placement of preliminary page numbers should be consistent with the placement of page numbers throughout the text.

3.8.2 Body of Thesis/Dissertation

These pages are numbered in Arabic numerals (1, 2, 3, etc.), beginning with the first page of Chapter 1 and continuing consecutively to the last page of the bibliography.

3.8.3 Chapters

Each chapter must begin on a new page. Chapters should be numbered with either Arabic or Roman numerals. Acceptable methods of indicating chapters are as follows:

CHAPTER 1 or CHAPTER 1. INTRODUCTION
INTRODUCTION

3.8.4 Facing Caption Pages

Facing caption pages and their corresponding illustrations must have their own page numbers. If you place your numbers at the top right corners the number on the facing page should appear at the top left corner because the page will be turned to face the accompanying illustration. Both figure and facing pages need page numbers. For example, if the facing page is page 4, then the page with the figure will be page 5. The caption should face the same direction as the figure; i.e., if your figure is placed broadside, the caption should be placed broadside as well.

3.9 Use of Shading

Shading may be used as a key to identifying areas of figures. However, shading is not allowed over any type of text if it reduces readability.

3.10 Running Headers

Do not use a running head.

The title of the thesis or dissertation appears only on the title page. Likewise, chapter titles appear only on the first page of the chapter.

4. ILLUSTRATIONS

4.1 Tables

The term "table" applies to numerical and statistical data set in vertical or horizontal alignment. Titles should be self-explanatory, concise and consistent in form and font style throughout the thesis or dissertation.

4.1.1 *Format of Tables*

Type the table number and caption above the data. Titles should begin with the word "Table," followed by a number, and a period. The title, table number, and caption may be centered or flush left but must be handled consistently throughout the manuscript. The title, table number, and caption may be written in all uppercase or in uppercase and lowercase letters, but must be typed in a consistent manner for subsequent tables.

4.1.2 *Placement*

Tables over half a page in length should be placed on a separate page. Wide tables may be placed broadside on the page with the table number and the caption at the binding side of the page (i.e., with the left-hand margin as the "top" of the page). The first typewritten line should begin no higher than 1½ inch from the binding side of the page and the last line should end no lower than 1 inch from the bottom.

Tables too wide to be accommodated on one page may be typed on two or more pages, pasted together, and either folded or reduced to page size by a suitable photographic process. Long tables may be continued from page to page, in which case the table number and caption on succeeding pages should appear as follows:

Table 3. (Continued) Number of Tractors Employed in Agriculture in the U.S.S.R.

Place tables within the text if possible. If the thesis or dissertation contains so many tables that placement within the text would be unwieldy, you may include your tables in an appendix.

4.1.3 *Footnotes*

Footnotes for tables are to be indicated by standard symbols (-, *, etc.) or lowercase letters (a, b, etc.). Do not use numbers for footnotes to tables. Footnotes are placed at the bottom of the table (not the bottom of the page).

4.2 Figures

The term "figure" refers to illustrations such as graphs, charts, diagrams, photographs, and maps, but not statistical data presented in tables. As with tables, figure titles should be self-explanatory, concise and consistent. Figure captions should be placed at the bottom of the figure, even if the figure is placed broadside on the page.

For placement of figures within the thesis or dissertation, see section 4.1.2. Please note that if you choose to group your figures together in an appendix or at the end of your text, they should follow your tables (if any), and the references should be the last element of your thesis or dissertation.

4.2.1 *Format of Figures*

Number figures consecutively in Arabic numerals throughout the thesis/dissertation, beginning with "1" or consecutively within each chapter.

4.2.2 *Photographs*

Photographs smaller than 8½ by 11 inches should be mounted (see section 4.5); photographs 8½ by 11 inches may be bound, but keep in mind that they will be trimmed in the binding process. Every page must have a page number, including, full-page photographs. If it is not possible to print the page number on the front of the page, it may be placed on the back. Full-page photographs require a facing page for numbering and captions. (See section 3.7.4.) Color or black and white Xerox reproductions of photographs are acceptable if high quality photocopying is used.

4.2.3 *Maps*

Each map should have an accurate bar-type scale, some indication of longitude and latitude, and a North arrow for orientation.

4.3 Placement of Illustrations and Figures on the Page

If it is necessary to turn an illustration or table sideways on the page, the top of the illustration or figure must be on the left (binding) edge of the paper.

4.4 Oversized Materials

When folding oversized pages, special care must be given to assure the edge that is folded over does not touch the 1½ inch left margin, as the edge may be caught in the binding. The entire page should be 8 inches in width rather than 8½ inches to prevent the fold from being cut when the thesis or dissertation is trimmed. The page number should be placed in the same position as on the regular sized pages. See Figure 3.

Vertical Fold: Make the first fold at the right side of the page, folding toward the left. The first fold should reduce the oversized sheet to 8 inches. If further folding is necessary, the left side of the folded page should be folded again, this time back towards the right, leaving a 1½ inch margin from the left and the fold.

Horizontal Fold: If folding from the bottom up, be sure to cut a strip 1 inch wide from the left edge of the entire folded portion. This prevents the fold from being caught in the binding. If a second horizontal fold is needed, the edge should be folded down.

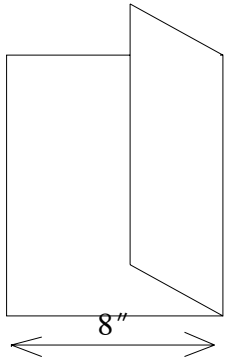
4.5 Mounting

Use dry mount tissue (available from art supply stores), photo mount spray adhesive or double-sided contact paper. White glue is not recommended because it causes wrinkles in the paper. Do not use rubber cement. Mount illustrations on the same paper used for the rest of the thesis or dissertation. Be sure to leave appropriate margins.

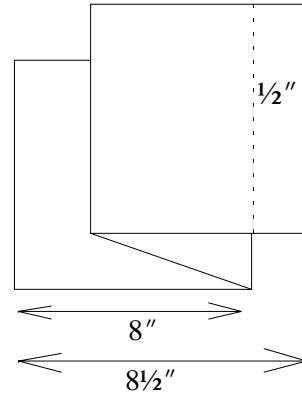
4.6 Back Pocket for Oversized Materials

Oversized materials (e.g., maps) may be placed in a "pocket" at the back of the paper.

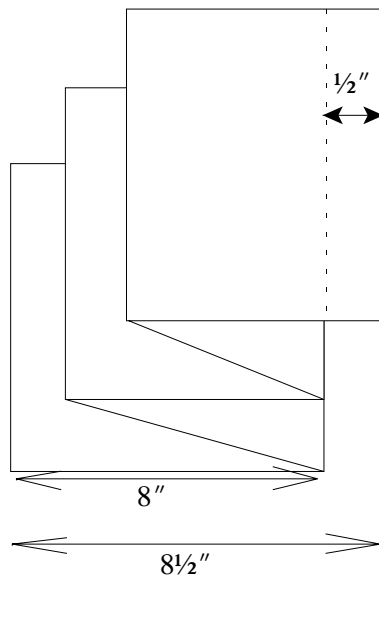
folding vertically
step 1:



step 2:

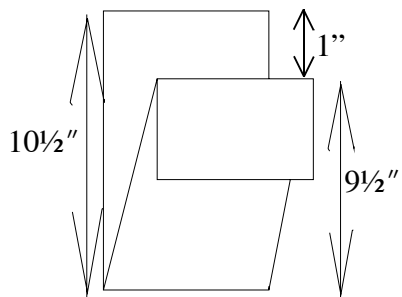


step 3



folding horizontally

step 1:



step 2:

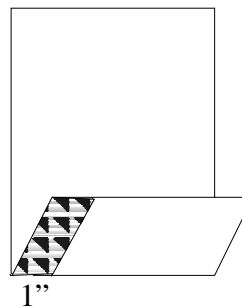


Figure 3. Oversize pages

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The physical appearance of theses and dissertations must be immaculate and convey an impression of pride and quality. Your manuscript must be prepared on either a typewriter or computer. All print in the thesis or dissertation must meet the standards set forth in the paragraphs that follow.

Any standard typeface is acceptable as long as the same typeface is used throughout the manuscript, with the exception of certain tables, figures and appendix material, which may be put in a different type. Italics should be used only to highlight specific words or phrases in the text.

The type size must be 10 point or larger for all material in the text. (This includes any reduced material which may be included.) Because the manuscript will be reduced in size on microfilm, the 10 point minimum is necessary to ensure readability.

The print should be letter quality (typewriter or letter-quality printer) with dark black characters that are consistently clear and dense. Dot matrix is unacceptable! Laser printers are available for student use at the Computer Center in Keller Hall Room 213 (IBM) or the ITS in Keller 105. You must bring your own paper. For further information, please call the Computer Center at 956-8883.

Print on one side of the page only.

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Use only white paper, 8½ x 11 inches, unpunched, of 20-pound weight. Do not use erasable or onionskin paper.

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It is the joint responsibility of the graduate student and the faculty member to discuss mutual expectations concerning assignment of authorship of publications resulting from theses, dissertations, or other collaborative research projects.

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- There must be an introductory chapter integrating the general theme of the research and stating the relationship between chapters. There also may be a review of the literature that does not appear in the chapters.
- In the case of multiple authors, the role that the dissertation author had in the research and production of the published paper should be clearly indicated in the preface or other introductory sections of the dissertation.
- It is expected that the doctoral candidate will be the senior or sole author on at least one of the papers and will have made a major contribution to the research and writing of all papers included in the dissertation.
- There must be a "comprehensive" abstract at the beginning of the thesis/dissertation. (This is required even if an abstract appears with each article.)
- There must be adequate referencing of where the individual papers have been published.
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Submit theses in drawing and painting, printmaking, architecture, visual design, photography, cinematography, textile design, weaving, ceramics, and sculpture in any form that is suitable for proper presentation of the work. Approval for unusual formats must be obtained from the Graduate Division as well as from Hamilton Library. The reason for this requirement is that all theses and dissertations are catalogued and housed in Hamilton Library.

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- Does your signature page have original signatures from each member of your committee, in BLACK ink?
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- Is your manuscript printed on acceptable grade paper and free of blemishes and holes?
- Is every page legible? Be sure that the quality of print is uniform throughout the thesis or dissertation.
- Do you have the appropriate margins (1½ inches on the left side and 1 inch on the top, bottom, and right sides)? Remember that every page (except facing pages, which have the 1½ inch margin on the right side) in the thesis or dissertation must have these margins.
- Does every page have a page number? Is the numbering of pages consecutive, with no duplicate or missing numbers? Are the preliminaries numbered with Roman numerals and the text with Arabic numbers? Is the placement, size, and font style of your page numbers consistent throughout the paper?
- Have you checked your major headings and subheadings to ensure that they are consistent throughout the text?
- If you will be leaving campus before your thesis or dissertation can be checked, have you made arrangements with someone who will make any necessary corrections?

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OF THE REQUIREMENTS FOR THE DEGREE OF

MASTER OF ARTS

IN

ENGLISH

MAY 2002

By
Wood B. Dunn

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