

Guide for the Preparation of Theses and Dissertations



THE UNIVERSITY *of* NORTH CAROLINA
GREENSBORO

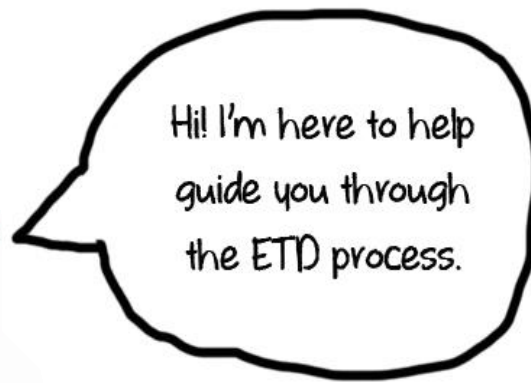
The Graduate School

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Introduction

The detailed instructions in this guide are intended to lend a uniform appearance to all theses and dissertations at The University of North Carolina at Greensboro, and must be followed by all disciplines. While it is recognized that documents from divergent areas of study will exhibit differences, certain formatting requirements are necessary in all theses/dissertations.

Without exception, theses/dissertations are **not** accepted by The Graduate School until they are compliant with all formatting requirements.

Students should begin preparing to write the thesis/dissertation early in their graduate program. It is the responsibility of the student to acquire the necessary Word processing skills to produce the thesis/dissertation. The University provides excellent online training programs for Word and numerous other software systems.

It is critical that the thesis/dissertation be prepared correctly in order to convert easily to a pdf for electronic submission. The pdf is a universal file format that allows data saved in one format (including fonts, text, images, etc.) to be converted into a format that can be read on any computer.

Electronic Thesis and Dissertation

The University of North Carolina at Greensboro, like universities around the world, requires the submission of electronic theses and dissertations (ETDs). The ETD process helps to train students in the electronic publishing skills they will need as professionals. On a larger scale, the immediate and wide-spread availability of ETD documents provides access to world-wide scholarship. ETDs allow researchers to build on the work of those before them, even those whose work was completed in recent weeks or months. World-wide access provided through ETD displays the scholarship of the University and its excellent programs.

ETDs contribute to UNCG's Mission to be "[a] research university where collaborative scholarship and creative activity enhance quality of life..." (The University of North Carolina at Greensboro, The UNCG Vision and Mission Statement, 2012).

Electronic submission offers a variety of opportunities for students to display their research/creative work. ETDs allow for examples of scholarship and creative ability -- video,

audio clips, and 3D models -- that are not viable in print format. Students are highly encouraged to explore a varied use of technology (e.g. bookmarking, use of visuals) within their theses/dissertations.

Use of Copyrighted Material

The law permits the limited use of extracts and quotations for purposes of illustration and criticism. This provision covers most quotations in theses and dissertations. In many instances, it is not necessary for candidates preparing theses/dissertations to obtain permission to quote from professional journals in their fields or from copyrighted books.

Copyrighted items, such as copies of pictures, charts, tests, forms, and questionnaires, no matter how short, should **never** be reproduced without permission.

Students must receive permission from the author or publisher to quote any extensive information from copyrighted materials. In most cases, the author or publisher is willing to grant permission with the condition that acknowledgments are included in the document. For additional information on the use of copyrighted material, please utilize the ProQuest/UMI Dissertation Publishing website, <http://www.proquest.com/products-services/dissertations> and click on “Submit” in the blue “Get Started” box on the right side of the page. Under “Authors,” click “How to submit.” A copy of all permissions to use copyrighted materials must be attached to the ETD Release and Hold Harmless form submitted to The Graduate School.

Students who have submitted or published one or more papers that are included in the text of the thesis or dissertation must format their thesis/dissertation according to the same guidelines that apply to all theses and dissertations at UNCG. In many cases, papers may serve as individual chapters within the thesis or dissertation. An introductory statement explaining any variations of writing style or voice, acknowledging any instances of multiple authorship, and stating the status of publications should be included in block quote form under the chapter title of the corresponding section. The inclusion of papers that have already been published should be accompanied by a letter from the publisher providing written permission for the use of the material in block quote form under the chapter title of the corresponding section.

Copyrighting

Students should consult with their thesis/dissertation committee chair and members concerning the benefits and usefulness of copyrighting their document.

If the thesis/dissertation will be copyrighted, the student must complete an application and pay the additional copyright fee during the online submission process. University Microfilms International (or PQIL) will file the registration on your behalf with the U.S. Copyright Office.

If you choose to copyright your thesis or dissertation, copies of the written letters of permission must accompany the copyright registration.

If copyrighting, the student must include a copyright page in the actual document. This is an unnumbered page bearing the copyright symbol © followed by the year and the student's full name (or name as it appears on the thesis/dissertation). This information should be centered in one line across the middle of the page. The copyright page is placed after the title page and is not included in the pagination.

Publishing Requirement

Publication of the thesis/dissertation by UMI Dissertation Publishing/ProQuest Information and Learning is required by The Graduate School. For more information about PQIL and your rights as the author, visit: <http://www.proquest.com/products-services/dissertations/>

Word Processing

It is very important that students prepare their thesis/dissertation using standard Microsoft Word procedures with the understanding that the original document will be converted to a pdf file prior to submission to The Graduate School. Keep the following tips in mind while formatting your work:

- Spacing and Pagination -- Use tabs to align text instead of a series of spaces. Use line breaks to force a new line instead of starting a new paragraph. Insert page breaks instead of a series of paragraphs or returns to start a new page. Use section breaks to change the format between pages in the document (for example, sections where pagination style differs).
- Fonts -- It is best to use standard True Type fonts such as Times New Roman, Helvetica or Arial. All fonts should be embedded. For more information on embedding fonts, refer to page 9 of this guide.
- Graphics -- The best method to include graphics is to use EPS (Encapsulated PostScript) files rather than BMP, GIFs, or JPEG images. Use a high resolution such as 600 dpi. Avoid using graphic editors (such as SmartArt) that are part of a word processor.
- Equations -- You should not use Word's Equation Editor when including equations. Use italic Times New Roman and Symbol fonts, along with superscripts and subscripts.
- Pagination -- You may want to use the section break feature to separate the three sections of the document that are paginated differently: 1) abstract and title page (no page numbers); 2) other preliminary materials (small Roman numerals centered at the bottom of the page); and 3) the text, references and appendices (Arabic numbers). Page numbering may be altered by conversion to pdf. Be sure to check the table of contents carefully and make the necessary corrections.

- Columns -- Consider using tables without borders instead of “Tab” to format text or numbers into neat columns.

Note: If you do not own Microsoft Word, UNCG offers **free** access to Microsoft Office 365 where you can download a desktop version or access the web applications. To take advantage of this, visit: <https://its.uncg.edu/office365/>

Style Guides

If approved by the student’s department, the latest edition of any of the following style manuals may be used. However, students may follow the style practices of a principal journal in the field of study—for example, chemistry—at the recommendation of the department or advisor. Practices recommended in the style guides or the selected journal are to be followed except where they may be in conflict with this guide, in which case this guide takes precedence. **Do not use another thesis/dissertation as your guide.**



Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 8th ed. New York: Modern Language Association of America, 2016.



Publication Manual of the American Psychological Association. 6th ed. Washington, D.C.: American Psychological Association, 2009.



Slade, Carole and Robert Perrin. Form and Style: Research Papers, Reports, Theses. 13th ed. Boston: Houghton Mifflin Company College Division, 2005.



Turabian, Kate L. A Manual for Writers of Term Papers, Theses and Dissertations. 8th rev. ed. Chicago: University of Chicago Press, 2013.

University Computing Assistance

Staff members and computing assistants are available in a variety of computing labs to help students with problems using Word or other supported software. You can also reach the IT staff by calling 336-256-TECH or via email at 6-Tech@uncg.edu.

Deadlines: What's Due & When?

Doctoral		Master's	
<u>Approval Copy Deadline</u>	<u>Final Deadline</u>	<u>Approval Copy Deadline</u>	<u>Final Deadline</u>
1. Original, signed title page, & approval page 2. Online document submission	1. Final, corrected online document submission 2. ETD Original Release & Hold Harmless Agreement form 3. <i>Survey of Earned Doctorates</i>	1. Online document submission. The thesis defense may occur after this submission.	1. Original, signed title page, & approval page 2. Final, corrected online submission 3. ETD Original Release & Hold Harmless Agreement form

Check the University Calendar/Deadline Sheet for the specific deadlines relevant to the semester in which you plan graduate. The **Approval Copy deadline** is specifically listed for both doctoral and masters candidates. The **Final Submission deadline** is the final date for the complete clearance of graduate degree candidates. **These deadlines are strictly enforced.**

The ETD Release and Hold Harmless Agreement form can be found on The Graduate School's website <https://grs.uncg.edu/>. Click on "Current Students" and under the section titled "Thesis and Dissertation," select "About ETD." Under both "The Final Copy-Doctoral Students" and "The Final Copy-Master's Students," you will find a link to the ETD Release form. This item requires an original signature and cannot be submitted electronically.

The *Survey of Earned Doctorates* link will be emailed to all Ph.D. candidates upon review of the dissertation approval copy.

All paper items (original signed pages, and ETD Release and Hold Harmless Agreement form) should be delivered directly to The Graduate School.



Required Items Checklist

It is imperative to use the following checklist to review the required items of your thesis/dissertation for formatting accuracy prior to submission.

Margins:

- ☐ 1½" top and left
- ☐ 1" bottom and right
- ☐ Abstract: 1 ½" top margin
- ☐ Title Page: 2" top margin
- ☐ Chapter Headings: 2" top margin
- ☐ Bibliography 1st page: 2" top margin

Pagination:

- ☐ Page number placement consistent throughout paper and in accordance with style guide
- ☐ All pages checked and in proper order; no duplicate page numbers; no missing pages

Spacing:

- ☐ Double-space text
- ☐ Single-space table and figure captions, descriptions, footnotes, references
- ☐ Triple-space before and after all tables and figures on same page as text
- ☐ 1st page of each chapter: double-space after chapter header, triple-space after chapter title
- ☐ Any quotations exceeding 3 lines in block format

Organization of Text:

- ☐ Abstract
- ☐ Title Page -- Original, signed page to The Graduate School
- ☐ Approval Page -- Original, signed page to The Graduate School
- ☐ Table of Contents
- ☐ Text
- ☐ References or Bibliography

Other:

- ☐ Supplemental files included with online submission, as needed
- ☐ Survey of Earned Doctorates completed (Ph.D. candidates only)
- ☐ ETD Release and Hold Harmless Agreement original signed form sent to The Graduate School (241 Mossman Building, 1202 Spring Garden St. Greensboro, NC 27412)
- ☐ Embargo form if required – original sent to The Graduate School
- ☐ Review each page of PDF conversion

Format Requirements

Fonts

An appropriate font type and size (with a 10 point minimum for the text) should be used consistently throughout the paper. *Script fonts are not permitted.* If you are unsure about the acceptability of the font, please contact the Graduate School Evaluator.

Embedded Fonts

The Graduate School recommends using TrueType fonts for the text of the document. TrueType fonts include **Times New Roman**, Helvetica, and **Arial**. To ensure that your pdf includes all of the fonts utilized in your original document and to prepare it for publication, you must embed all fonts prior to converting the file to pdf.

To embed TrueType fonts in Microsoft Word 2003:

- Click on “Tools” then “Options” and select the “Save” tab. Check the box to embed TrueType fonts.

To embed TrueType fonts in Microsoft Word 2007:

- Click on the “Office” button and then “Word Options” at the bottom of the new display box.
- Select “Save” from the left sidebar and check the box to embed fonts in the file.

To embed TrueType fonts in Microsoft Word 2010 and 2013:

- Click on the “File” tab and then “Options”.
- Select “Save” from the left sidebar and check the box to embed fonts in the file.

Margins

The entire document should have uniform margins.

Top margin: 1½ inches on all pages except:

- Title page -- 2 inch top margin
- First page of each chapter -- 2 inch top margin
- First page of the Bibliography -- 2 inch top margin

Bottom margin: 1 inch

Left margin: 1½ inches

Right margin: 1 inch

Pagination

The pages in the preliminary material must be numbered consecutively with lower-case Roman numerals, centered at the bottom of 1 inch margin. The title page has no visible page number, but is understood to be page “i.”

If a copyright page is included, it is not counted in the numbering and is not numbered. To properly execute this process, follow these steps:

1. Insert page numbers in your footer (centered at the bottom)
2. After you have finished formatting your title page, go to the “Page Layout” tab and under “Breaks,” select “Next Page”
3. Repeat step 2 after the copyright page is formatted
4. Select the footer of the copyright page and under the “Navigation” section of the “Header & Footer Tools Design” tab click “Link to Previous” in order to unlink the copyright page from the title page.
5. Repeat step 4 for the approval page (or the optional dedication page)
6. Click the footer of the copyright page and select “Page Number” and then “Remove Page Numbers”
7. Click the footer of the approval page (or optional dedication page) and select “Page Number” and then “Format Page Number.” In the pop-up under the section “Page Numbering” select “Start at” and change the number to 2

Arabic numbers should be used for the remainder of the paper, including the reference materials. Begin Arabic numbering with the number 1 on the first page of the text. All pages are numbered in sequence, including the first pages of chapters, full-page tables or figures and appendices. On pages, in landscape orientation, the page number must be placed in the portrait position. Page numbers should not be followed by a period or enclosed by hyphens or parentheses.

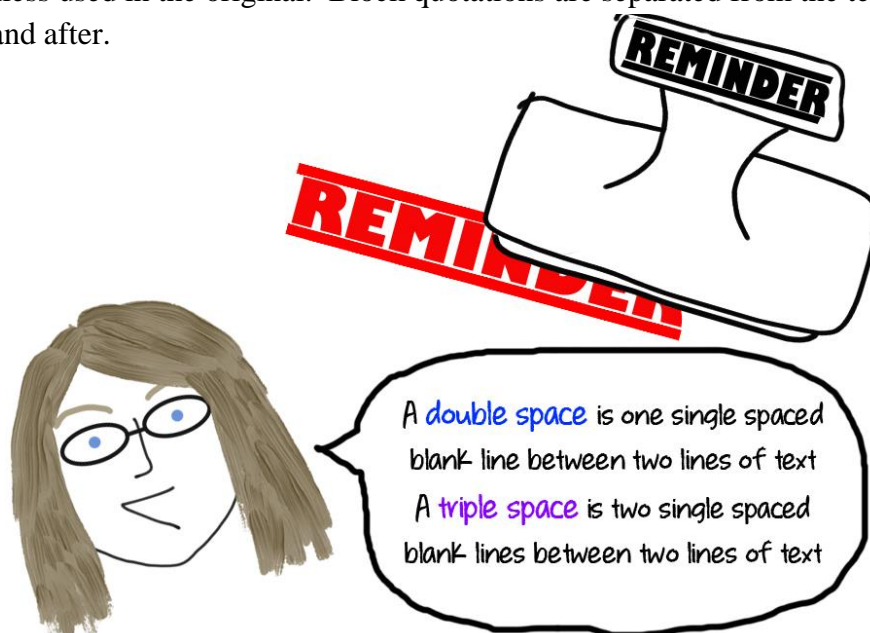
Spacing/Block Quotations

The text of your thesis/dissertation should be double-spaced. Table and figure captions as well as descriptions, footnotes, references, and bibliographic information may use single-spacing (although a double-space should appear between each new reference/citation).

The chapter header and title on the first page of each chapter also has specific spacing requirements. After the 2 inch top margin, center the chapter header (type in all capital letters using Roman numerals for the chapter numbers), double-space, center the chapter title (type in all capital letters), triple-space, and then begin the text.

A triple-space should also be used before and after all tables and figures placed on the same page with text.

All quotations exceeding three lines in length must be typed in **block format**, indented 5 spaces from the left margin and typed single-space. Quotation marks are not used with block quotations, unless used in the original. Block quotations are separated from the text by a triple-space before and after.



Paragraphs

Each paragraph should be indented. A new paragraph should not begin near the bottom of a page unless there is adequate space for at least two lines.

Multimedia Material

In an electronic thesis or dissertation, students may include external or internal links to multimedia files. Multimedia components should be identified in the abstract. Acceptable formats include:

<u>Images</u>	<u>Video</u>	<u>Audio</u>
EPS (.eps)	Apple Quick Time (.mov)	AIF (.aif)
GIF (.gif)	Microsoft Audio Video Interleaved (.avi)	CD-DA
JPEG (.jpeg)	MPEG (.mpg)	CD-ROM/XA
TIFF (.tif)		MIDI (.midi)
		MPEG-2
		SND (.snd)
		WAV (.wav)

Please note that although ProQuest/UMI does not limit file size, UNCG's institutional repository, NCDOCKS (where digital theses and dissertations are "stored") has a 500 mb size limit. In rare cases, students may need to submit large supplemental files on CD/DVD. For more information, please contact the Graduate School Evaluator.

Organization of the Text

In most cases, a thesis or dissertation consists of four major parts: an abstract, the preliminary materials, the text, and the references/bibliography. Some documents may include appendices. The following table contains a list of all of the major and minor parts, in their usual order of placement.

1. Abstract	Required
2. Preliminary materials: a. Title Page b. Copyright Page c. Dedication d. Approval Page e. Acknowledgments f. Preface g. Table of Contents h. List of Tables i. List of Figures	Required Required if seeking copyright Optional Required Optional Optional Required Recommended Recommended
3. Text	Required
4. References/Bibliography	Required
5. Appendices	Optional

The parts to be included in any thesis or dissertation should be determined by mutual agreement between the student and their committee. Each specific part of the document is described below in detail. **There are examples of how each required element should be spaced and formatted at the end of this guide.**

Abstract (Required)

An abstract must be included with each ETD submission. The abstract is a brief summary of the paper: it states the problem, procedures used, and the most significant results and conclusions. Remember to include the necessary information regarding any multimedia components included in the document. The abstract must be approved by the student's advisor/committee chair.

The abstract margins are consistent with the text of the paper: 1½ inch top and left; 1 inch bottom and right.

The abstract heading is typed single-space exactly as follows:

STUDENT'S NAME in all capital letters (last name first). Next, type the degree in abbreviated form (ex: Ph.D. or M.S.). Then, add the title with the First Letter of Each Important Word Capitalized. (Finally, the year the degree will be conferred is enclosed in parentheses) Name of thesis/dissertation advisors. Number of pages in the document.

For example:

DOE, JOHN S., M.S. Measuring Divorce Liberality in First-Generation U.S. Citizens Living in the Southeastern United States. (2004)
Directed by Dr. Samuel S. Smith. 142 pp.

Begin the text of the abstract here...

The text of the abstract is typed double-spaced in paragraph form with the first paragraph of the text beginning one triple-space beneath the heading. The first word of each paragraph should be indented, consistent with the rest of the paper.

Preliminary Materials

Title Page (Required)

The top margin is 2 inches and the information is centered, with the exception of the signature line(s) that begins at the center of the page and continues toward the right margin.

The title is typed in all capitals and, when more than one line in length, should be arranged as an inverted pyramid. The date on the title page should be the year the degree is to be granted. The name of the degree sought is included here (for example: Doctor of Philosophy or Master of Fine Arts – **NOT** Doctor of Philosophy in English or Master of Fine Arts in Creative Writing).

Under the words "Approved by," place a line for the signature of the committee chair. If the committee has co-chairs, include 2 signature lines. The words, "Committee Chair" or "Committee Co-chair," should be typed beneath the signature line(s). Notice in the sample that "Approved by," the start of the signature line, and "Committee Chair" are aligned with each other.

The title page has no preliminary page number typed on it, but it is counted as preliminary page "1".

Students must include an unsigned title page in the appropriate location within the document submitted online. The online version can include the Committee Chair's name typed on the signature line. However, no original signatures should be scanned or in any way included in the online submission. The original title page, with the signatures, should be submitted directly to

The Graduate School. Doctoral students must submit the original signed title page by the approval copy deadline. Master's degree candidates must submit the original signed title page by the final submission/degree clearance deadline (for more information see page 8).

Dedication (Optional)

A dedication gives special tribute to a specific person(s). There is no heading on this page. Most dedications are short, beginning with the word "To..." The dedication is typed alone on the page, usually centered. The page should have a 1½ inch top margin or the dedication may be typed in the middle of the page (top to bottom). The text of the dedication is double-spaced. The preliminary page number ii should be centered at the 1 inch bottom margin.

Approval Page (Required)

The signatures of the thesis/dissertation committee chair (or co-chairs) and committee members attest to the acceptance of the paper.

The heading APPROVAL PAGE is centered at the 1½ inch top margin. A line is provided for the signature of the committee names under the signature lines; do not include titles or degrees.

At the bottom left side of the page, include the lines for the date of acceptance and the date of final oral examination. For masters students who do not have a final oral examination, (defense of thesis), omit this line.

The preliminary page number ii (or iii, if a dedication is included in the document) is centered at the 1 inch bottom margin.

Students must include an unsigned approval page in the appropriate location within the document submitted online. No original signatures should be scanned or in any way included in the online submission, however, committee member names can be typed on or under signature lines. The original approval page, with the signatures, should be submitted directly to The Graduate School. Doctoral students must submit the approval page by the approval copy deadline. Master's degree candidates must submit the approval page by the final submission/degree clearance deadline (for more information see page 8).

Acknowledgments (Optional)

When included, acknowledgments should be brief, simple and free of sentimentality. It is customary to recognize the assistance of the advisor and/or committee chair, all other members of the committee and organizations and/or persons who actively aided the research. If financial support was provided to make the study possible, credit for such assistance should be given.

The heading ACKNOWLEDGMENTS is typed in the center at the 1½ inch top margin. The text is double spaced with the appropriate preliminary page number centered at the bottom margin.

Preface (Optional)

A preface is a statement that either explains the author's reasons for pursuing this subject matter or provides a personal comment about the subject that would not otherwise be included in the document.

The heading PREFACE is centered at the 1½ inch top margin. The text is double-spaced with the appropriate preliminary page number(s) centered at the bottom margin.

Table of Contents (Required)

The table of contents is placed immediately after the acknowledgements or preface and contains a list of all headings/subheadings in the thesis/dissertation; it does not include the items that precede the table of contents.

The heading TABLE OF CONTENTS is centered at the 1½ inch top margin. One double-space down from the heading, the word "Page" is typed flush with the right margin. Page numbers for each chapter title/heading and each subtitle/subheading are listed on the table of contents and should be right flush, beneath the word "Page".

The contents begin at the left margin, one double-space below the word "Page." Preliminary items, such as LIST OF TABLES, are typed flush with the left margin, followed by a series of dots (leaders), and the page number typed flush with the right margin. **Please note that the abstract, title page, and approval page are not listed on the table of contents.**

Following the preliminary items, the word CHAPTER stands alone on a line at the left margin. Chapter headings are numbered with Roman numerals, which are aligned by their periods. The chapter titles are typed in capitals and are worded as they appear in the text. When subheadings *are* listed (this is optional), all subheadings must be consistently included throughout the table of contents. Subheadings must be listed using the wording and capitalization used in the text. Dot leaders extend from the last word of each item to the corresponding page number.

When a title or subheading exceeds one line, the subsequent line(s) should be indented two spaces and single-spaced. Double-spacing is used between each chapter title. If there are subheadings included, these should be typed single-space with a double-space separating them from chapter titles above and below.

Consider utilizing bookmarks for the items included on your Table of Contents. To learn more about how to create bookmarks in Microsoft Word, visit the Microsoft Office support page: <https://support.office.com/> and in the "Search Office help" bar search "Bookmarks."

Theses that are not structured using chapters should exclude the CHAPTER heading. For example, M.F.A. students submitting poetry should list each poem, double-spaced, and followed by dot leaders and corresponding page numbers. Students submitting a two-page paper thesis

should list the titles and references/bibliographies of each paper, double-spaced, in all capital letters, followed by the dot leaders and the corresponding page numbers.

List of Tables (Recommended if tables are present)

The List of Tables follows the table of contents and begins on a separate page. The heading LIST OF TABLES is centered at the 1½ inch top margin. The remainder of the page is set up similarly to the table of contents, with the column heading “Page” typed at the right margin followed by a double-space, then the list of table numbers and titles. Each table title should be followed by dot leaders and the page number. All table titles must be listed in order using the exact title (as it appears on the actual table) and the appropriate page number. Tables should be numbered in the order they appear in the paper, using the numbering system provided in the style guide selected.

Titles of more than one line are single-spaced, with second and subsequent lines indented two spaces. Double-spacing is used between table titles. Only titles, not explanatory notes, should be included on the list of tables.

List of Figures (Recommended if figures are present)

The list of figures follows the list of tables (if used) on a separate page. All illustrations other than tables are designated as figures. These items should be numbered with consecutive Arabic numbers as dictated by the style guide. All figure titles should be listed in order using the exact title (as it appears on the actual figure) and the appropriate page number.

Titles of more than one line are single-spaced, with second and subsequent lines indented two spaces. Double-spacing is used between figure titles. Only titles, not explanatory notes, should be included on the list of figures.

Text (Required)

Chapters

The division of the main text of the paper should be structured appropriately according to the practices in the student’s field of study. Normally, the text of the paper includes an introductory chapter: a documentation of previous work in the field, the specific proposition to be investigated, a complete explanation of the methodology used, a discussion of the results and their significance, and a summary.

Each major division, usually referred to as a chapter, should begin on a new page. The first page of each chapter has a very specific format:

- 2 inch top margin.
- The heading is centered, typed in all capitals, and uses Roman numeral designations (ex: CHAPTER I).
- Double-space

- The chapter title is centered and typed in all capitals.
- Triple-space
- First subheading or begin text.

The text of the thesis or dissertation should be double-spaced.

Subheadings

For complex (detailed, in-depth, comprehensive) theses or dissertations, the use of multiple levels of subheadings may be necessary. The use and placement of subheadings should be consistent throughout the entire document. Each new level should be distinct from the others in placement and/or structure (underlined, italicized, bold, etc.). Your style guide should provide a clear pattern for subheading placement and order.

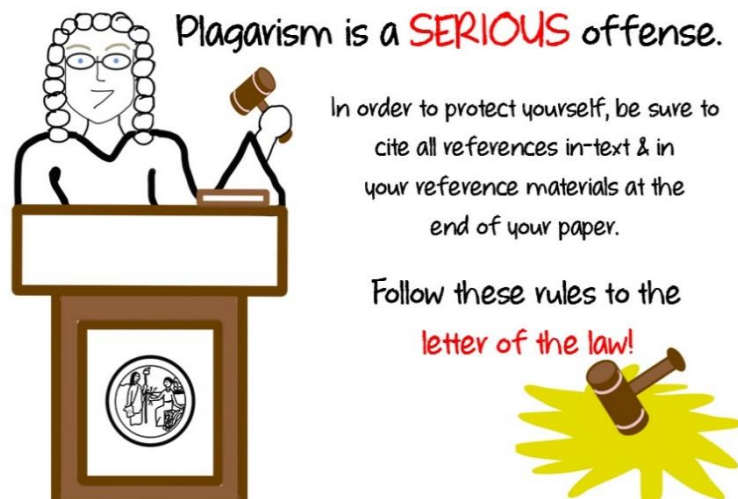
Tables and Figures

Statistical information is usually set up in tabular form. If placed in the text, the table should follow the point of first reference as closely as possible and should be separated from the text by a triple-space (both above and below). If this is not practical, the text is continued and the table is inserted on the next page at the first natural break in the text. Tables are numbered consecutively and table captions should be in accordance with the appropriate style guide. The table is then inserted beginning one double-space below the last line of the caption, which can be either single- or double-spaced.

Some figures may be best included as multimedia files. In these cases, use the multimedia instructions provided on the submission website. If the illustration is included in the text, it should be inserted as closely as possible to its first reference. Figures are numbered sequentially throughout the text in Arabic numbers. The placement of figure titles must be consistent throughout the paper as specified by your style guide.

Reference Materials/Bibliography (Required)

The thesis/dissertation should contain the appropriate references to original literature relevant to the research presented in the paper. For specific formatting details, please refer to your style guide.



The bibliography must include **all references cited within the paper**. Useful references not cited in the text may also be listed in the bibliography if they are highly relevant to the investigation. When primary sources are not available, reference to a source known only through a secondary reference must be noted in order to provide readers with the means to check original sources.

The first page of the reference materials should immediately follow the last page of the text. The heading REFERENCES (or BIBLIOGRAPHY, depending on your style guide) is centered at the 2 inch top margin. Double-space after each reference listed.

Appendices (Optional, as needed)

Appendices contain information that could interfere with the easy reading of the text. Consider the following examples:

- Tables of data
- Development of mathematical treatments
- Extremely long quotations
- Schedules
- Forms
- Interviews
- Inventories
- Samples of test items
- Surveys
- Graphics

If diverse materials are included, they should be grouped into categories and each category labeled as separate appendix (ex: Appendix A. Tables; Appendix B. Consent Forms; etc.) Each appendix should have lettered heading and a description title typed on the actual appendix item and listed in the table of contents.

The appendices follow the reference materials and are paginated continuously.

Two Paper Thesis (M.A. in English only)

The document should be set up to include two abstracts, one for each paper. These theses should have only one title page, listing both titles, separated by the word “AND.” The table of contents should include any preliminary introduction (see page 6 for details), the title of the first paper and its references, followed by the title of the second paper and its references. Each item should be left flush, in all capital letters, followed by dot leaders and the corresponding page number. The thesis itself should begin with a brief introduction of the two papers, followed by the first paper, its references/bibliography, and subsequently the second paper and its references/bibliography.

M.F.A. in Studio Art

Students should include images with their online thesis submission using any of the formats listed on page 12 of this guide. Add these item as “Supplemental files.”

Before You Submit Your Thesis/Dissertation

There are a few specific items that students should consider prior to beginning their ETD submission:

1. Do you need to copyright? For more information about copyright, visit the U.S. Copyright Office via the Library of Congress website at www.copyright.gov. You may also visit <http://copyright.uncg.edu/>. For information regarding the inclusion of a copyright page in your thesis/dissertation see pages 5-6. **There is an additional charge for copyrighting.**
2. Do you want to purchase personal copies of your manuscript? Keep in mind you can use a local bindery to prepare personal copies. This decision must be made prior to submitting your ETD. After you have completed this portion of the submission process, you cannot go back to change your decision.
3. Do you need to embargo or restrict access to this document? In most cases, embargoes are needed when a student has a patent pending or other technology transfer issue. Some publishers may note concerns about journal articles, creative works, or potential books made available online. In these cases, students may want to consider placing an embargo/restricting access to the ETD. Please discuss this issue carefully with potential publishers and with your committee.

****Please note that UNCG policy allows a one or two year embargo/restricted period.** Students selecting an embargo will be required to submit an additional form, the ETD Request to Restrict Access form, which must be signed by both the student’s committee chair and the Dean of the Graduate School. Please contact the Graduate School to obtain this form. This item requires original signatures and therefore cannot be submitted electronically.

Submitting the Approval Copy

The approval copy of a thesis or dissertation must be submitted by the Approval Copy Deadline to The Graduate School via the online submission process. **Please do not submit an email or paper copy of the document to The Graduate School.** The online submission system is designed to allow multiple submissions (approval copy and revised/final). Only the final document will be published.

For master’s candidates, thesis defense does not need to occur prior to submission of the approval copy. Though your document will continue to change as you work toward the defense,

the approval copy submission allows the thesis evaluator an opportunity to provide formatting comments early enough in the semester for these changes to be incorporated into the final product.

Online Submission Process

Converting the Document to a pdf File

There are several options for converting a document to a pdf file:

- Adobe Acrobat is the most common software used to create pdf files. Acrobat is available on the campus lab computers.
- The ETD submission site provides a pdf converter for Word files.
- Adobe Acrobat also offers an online service, for a small charge. For more information, visit the Adobe website: <http://www.adobe.com/services/createpdf/pdfproinfo.html>

After converting your document to a pdf file, **be certain to carefully review the format** (preliminary pages, margins, pagination, figures and tables, etc.). If you note any changes in formatting, you will need to go back to the original to make changes. Then, convert the corrected document and check it again. If a problem still exists, you may need to consult an IT staff member by calling 256-TECH.

Online Submission of ETD

After the pdf file has been created, students should complete the following steps:

1. Go to The Graduate School's website <http://grs.uncg.edu/>, click on "Current Students," then under the section titled "Thesis and Dissertation," click "Submit your Electronic Thesis/Dissertation."
2. Review all instructions and guidelines for submission, and then click on "Sign up and get started today!"
3. Create an account by entering the requested contact information, including a valid email address, and selecting a personal username and password. A link to activate your account will emailed to you immediately.
4. Once you have activated your account, follow the submission instructions provided on the site.

[Instructions/Before You Begin/Fees](#)

Carefully review the information provided:

Publishing Options

- Two publishing options are available. Please consult the “Publishing Guides” available on the ETD site for detailed information prior to making your selection.

Publishing Options

Select the publishing options below that best fit your interests and scholarly publishing obligations. Required fields are marked with an asterisk (*).

For assistance, consult your graduate school, and read our [Publishing Guides](#).

Select Type of Publishing *

☐ **Traditional Publishing**

- I want to make my work widely available and I want to be eligible to receive royalties on the sale of my work.
- I understand that I must maintain a current mailing address with ProQuest/UMI in order to be eligible to receive royalties.
- I understand that ProQuest/UMI does not charge a fee for Traditional Publishing.
- I understand that my graduate institution may require fees in association with my submission to ProQuest/UMI.

☐ **Open Access Publishing PLUS**

- I want the broadest possible dissemination of my work, and I want to provide free global access to the electronic copy of my work via the internet.
- I understand that I will not be eligible to receive royalties.
- I understand that the ProQuest/UMI fee for Open Access Publishing PLUS is \$95.00 USD.
- I understand that my graduate institution may pay all or a portion of the total fee as well as may require additional fees in association with my submission to ProQuest/UMI.

- Two publishing restriction options are available. Please note that in most cases no restriction is needed. If an embargo is appropriate for your document, be certain to select the appropriate amount of time in one of these boxes. Your selection here should match your selection on the ETD Release and Hold Harmless Agreement form.

Publishing Agreement

Please consult the “Publishing Guide” for detailed information.

Contact Information

Enter your current and future contact information.

Dissertation/Thesis Details

Enter the title of your thesis or dissertation, paying close attention to correct capitalization. Provide the requested information regarding your submission. You will need to insert your abstract into the box provided. Be sure to include the information at the top of your abstract (name, title, etc...).

PDF

Upload your document here. If you have not already converted your document to a pdf file, you can do so on this page; however, this could cause significant and unplanned changes to your

Submit & Pay

Verify the information shown is correct and continue with submission.

Publishing is required of all UNCG students. There is no fee for traditional publishing but open access publishing has a \$95 fee. This section will include the cost of any personal copies. If you have opted to copyright, the traditional \$55 copyright fee will be added to the total.

Check all information for accuracy and enter payment information. ProQuest accepts MasterCard, Visa, and American Express. Your credit card will be charged immediately.

Lastly the “Order Summary” screen displays the information you have provided and the order placed. Within a few minutes, you will receive a confirmation email. Please print or save the email for your personal records.

What Happens Next?

The Graduate School Evaluator will be notified that your ETD has been submitted into the queue. ETDs are reviewed in the order in which they are submitted and the Evaluator’s goal is to review theses/dissertations within 5 business days of receipt. You will receive an email from the Evaluator regarding any formatting changes that must be made prior to acceptance as a final product. The student should make the necessary formatting corrections in the original thesis or dissertation file(s). If the student has not received an email from The Graduate School in 5 business days, please contact the Evaluator.

Be on the look out for upcoming ETD
workshops for a more hands-on approach and
meet **THE EVALUATOR** in person!!!



Resubmission Checklist

It is imperative to use the following checklist in order to review the resubmission of your thesis/dissertation for accuracy prior to submission.

Text Revisions:

- ☐ Make **all** revisions as specified by the Evaluator – check off each box on the formatting notes
- ☐ Make sure no new errors were created when revisions were made
- ☐ Double-check that your document meets all requirements from original check list

PDF Conversion:

- ☐ Convert document to PDF
- ☐ Review each page of PDF conversion
- ☐ Double check page numbers against the table of contents, make sure margins have not changed as well as double check for subheadings at the bottom of pages

Resubmission:

- ☐ Resubmit thesis/dissertation on ETD submission site

What's Next?

- ☐ Continue to monitor email to see if you have more formatting changes to make
- ☐ Wait for “Congratulations” email to be officially cleared

Revised/Final Submission

After completing all required corrections, you should submit the final document in pdf form. **The revised/final submission must be made by 5:00 pm on the date for the complete clearance of graduate degree candidates.** This date is posted on the University Calendar and the semester's Deadline Sheet.

Students can use the link in the email they received from the Evaluator to re-enter the submission site. You can also re-submit by entering the ETD submission site and clicking "Review/Revise existing submission." You can select the areas that require revision and submit only the needed changes (in most cases this is just the revised pdf).

What Happens Next?

The Graduate School Evaluator will review the final submission of the thesis or dissertation to ensure that all necessary corrections were made. **Within 5 business days, you will be notified via email regarding the status of the document—if there are additional changes to be made or if the document is accepted. Continue checking your email regularly. You are not finished until you receive the "Congratulations" message.**

You cannot be cleared for graduation until your document receives final acceptance and all required paper items have been submitted to The Graduate School. The Graduate School reserves the right to refuse any paper which does not meet the established standards of form. The student is responsible for accuracy in content and form.

If you have any **questions**

or are experiencing

extreme confusion,

contact **THE**

EVALUATOR!



...and she can **RESCUE** you!

Valeria Caviness:
vtcavine@uncg.edu

Glossary

- Block Quote
 - Any quote over 3 lines should be set up as a block quote
 - The quote is indented 5 spaces from the left margin
 - The quotation is single spaced with a triple space before and after the quote
- Double Space
 - One single spaced blank line between two lines of text
 - The text of your document should be double-spaced
- Font
 - Font size has a 10 pt minimum
 - One font should be used consistently throughout your document
 - Script type not permitted
- Margins
 - Top margin should be 1 ½ on all pages except:
 - Title page: 2 inch top margin
 - First page of each chapter: 2 inch top margin
 - First page of Bibliography: 2 inch top margin
 - Bottom margin should be 1 inch
 - Left margin should be 1 ½ inches
 - Right margin should be 1 inch
 - A notation with the top margin means that the 1st line on the page is not beginning on the 1st possible line on the page – there are blank lines between the margin and the text
- Page Numbers
 - The preliminary pages are numbered with lower-case Roman numerals, centered at the bottom of the page and one inch from the bottom of the page (if you are using word, try setting the footer to .7 and make sure the bottom ruler is at one inch)
 - Copyright page is not numbered or counted
 - Always begin with ii (dedication or approval page)
 - Arabic numbers are used for the remainder of the paper, including reference materials.
 - The first page of the text is page 1
 - To align page numbers on table of contents, list of tables and list of figures at the right margin, a tab stop for each page number is the best way. The tab stop should be 6.0, alignment right, 2 leaders

- Roman Numerals Alignment
 - Chapter headings are numbered with Roman numerals, aligned by their periods
 - Best way to accomplish this to set a tab for each line with a roman numeral on it. The tab stop should be .5, decimal alignment, no leaders
 - You would also include the tab stop for the page numbers on the line with the roman numeral tab stop
- Subheading
 - The heading or title of a subsection of your thesis or dissertation
 - These are the titles you give each section of your work in the table of contents.
 - Should be consistent within chapters, throughout the document, and in the table of contents
 - You are not required to include subheadings in the table of contents, but if you do, you must do this for each chapter in your thesis/dissertation
- Tables/Figures
 - Triple space should be used before and after all tables and figures placed on a page with text
 - There should only be a double space between the table title and the table and the figure and the figure title
- Table/Figure Title
 - You must identify both your tables and figures with the word “Table” or “Figure” followed by a number and finally the title of the table
 - For example: If you use a table in your first chapter, you would title it Table 1. *Name of Table*
 - If you use multiple figures, you would title them Figure 1. *Title of Figure*, Figure 2. *Title of figure*, Figure 3. *Title of Figure*, etc...
 - If you use multiple tables within a chapter, you would title them Table 1.1 *Name of Table*, 1.2 *Name of Table*, 1.3 *Name of Table*
- Triple Space
 - Two single spaced blank lines between two lines of text
 - There should be triple-spaces before and after any block quotes in your document
 - Used before and after all tables and figures on the same page with text
 - Used between chapter titles and the text of a chapter

DOE, JOHN S., M.S. Measuring Divorce Liberality. (2008)
Directed by Dr. Samuel S. Smith. 71 pp.

The purpose of Phase I of this research was to assess the relationship of divorce liberality with (a) attitudes toward working wives and (b) religiosity. Ninety-five white, never-married community college students, 60 females and 35 males, comprised the sample.

A 2 x 3 ANOVA showed that subjects with unfavorable attitudes toward working wives were significantly more conservative in their attitudes toward divorce than subjects with favorable or less favorable attitudes toward working wives. There were no differences in the divorce attitudes of males and females, and no interaction effects of attitudes toward working wives and sex of respondent were found. A one-way ANOVA revealed that subjects who felt religion was very important in their lives were significantly more conservative in their divorce attitudes than subjects for whom religion was either fairly important or not very important.

The purpose of Phase II was to understand and measure divorce attitudes more adequately. Nineteen university undergraduates completed the original questionnaire used in Phase I and responded to questions regarding those items. The responses provided information about the subjects' attitudes toward divorce which was used first by a panel of undergraduates and then by a panel of graduate "experts" to formulate new items intended to discriminate between liberal and conservative divorce attitudes. The result was a face-valid, four-item, Likert-type instrument to measure divorce liberality.

TITLE OF THESIS (DISSERTATION), IF OVER
ONE LINE IN LENGTH, IS PLACED
IN AN INVERTED PYRAMID

by

Name of author (as it appears on diploma or other record)

A Thesis (Dissertation) Submitted to
the Faculty of The Graduate School at
The University of North Carolina at Greensboro
in Partial Fulfillment
of the Requirements for the Degree
(Name of degree, ie. Doctor of Philosophy or Master of Science)

Greensboro
2012
(Year of Graduation)

Approved by

Committee Chair
(or two lines for Co-Chairs)

APPROVAL PAGE

This thesis (dissertation) written by NAME OF AUTHOR has been approved by the following committee of the Faculty of The Graduate School at The University of North Carolina at Greensboro.

Committee Chair _____

Committee Members _____

Number of lines equals the number of persons on the thesis or dissertation committee

Date of Acceptance by Committee

Date of Final Oral Examination

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CHAPTER I

INTRODUCTION

The detailed instructions in the “Guide for the Preparation of Theses and Dissertations” are intended to lend a uniform appearance to theses and dissertations at The University of North Carolina at Greensboro and must be followed by all disciplines. While it is recognized that papers from divergent areas of study will exhibit differences, certain requirements of format are necessary.

Without exception, no thesis/dissertation will be accepted by The Graduate School until it is in its final form. Students should acquire the guidelines early in the preparation of the document so that they may implement the required format as they begin to write.

Generally, a thesis or dissertation consists of four major parts: the abstract, the preliminary material, the text, and the reference materials. Some papers also include appendices. In the “Guide,” pages six through eleven provide specific information regarding the formatting requirements of each of the four major parts as well as the minor parts found within them.

The approval copy of the thesis or dissertation must be submitted via The Graduate School’s online submission system by the deadline date for the semester in which the student plans to graduate. This date is posted on the University calendar. Students who would like to submit an approval copy in advance of this date are welcome

to do so. The approval copy of the thesis/dissertation does not need to be signed/approved by the thesis committee at the time of submission. The approval copy of the dissertation must include the submission of the original, signed title page and approval page. All approval copies include the major and minor parts specified in the “Guide.” The online submission system is accessible from The Graduate School’s website.

The approval copy should be uploaded no later than 5:00 pm on the deadline date. Doctoral students must also submit the original signed title page and approval page by this deadline. The Graduate School Evaluator will review the document for format and consistency. Within a few days of the submission, the Evaluator will email all comments and corrections directly to the students. If the student has not received an email from the Graduate School in 5 business days, please contact the Evaluator.

It is the student’s responsibility to make the necessary corrections and changes to the document. After all changes have been made, the revised document should be converted to a pdf file and uploaded to the submission system via the link provided in the Evaluator’s email message. This revised/final submission must be completed by 5:00 pm on the date for the final clearance of graduate degree candidates. This process is complete when the student receives a “Congratulations” email. Until that time, continue to monitor your email for formatting comments.