



GUIDELINES

For the Preparation and Submission of an Electronic Thesis

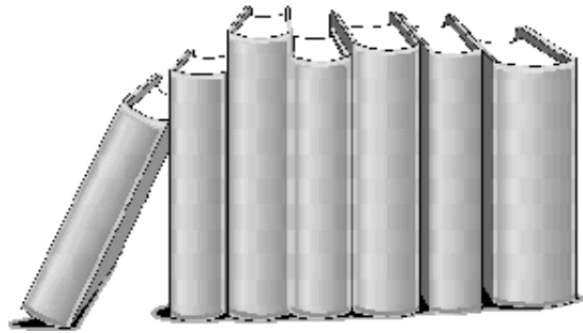
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<http://www.unl.edu/gradstudies>

Last updated March 2013

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Dr. Laurie Bellows
Associate Dean of Graduate Studies



STATEMENT OF PURPOSE

These Guidelines are designed to help you—as a master’s degree student—electronically prepare and submit your abstract and thesis for final approval by the Office of Graduate Studies. You’ll save yourself time and trouble if you carefully read the information printed here and follow the formatting exactly as it appears here.

For specific deadline dates, refer to <http://www.unl.edu/gradstudies/current/degrees#masters>.

INTRODUCTION

Submitting an electronic thesis is the same as submitting a thesis printed on paper; you prepare your document and figures using the same software you normally use. You benefit by filing electronically because you won’t need to print and submit multiple copies on paper. The academic community benefits because your work is more accessible via digital archiving and Internet retrieval.

Nevertheless, before submitting your thesis, you still need to format it according to the following Guidelines and then have the Masters Programs Specialist check your document to ensure that it meets the formatting requirements of Digital Commons.

ACADEMIC INTEGRITY

You’re responsible for adhering to the highest standards of academic integrity when submitting your thesis. In support of these standards, the Office of Graduate Studies encourages any student with concerns or questions about plagiarism to discuss them with our Masters Programs Specialist, a faculty advisor, or other qualified faculty or staff. For more information, go to <http://www.unl.edu/gradstudies/current/plagiarism>.

Plagiarism is defined as presenting the work of another as one’s own (i.e., without proper acknowledgement of the source) and submitting explanations, theses, reports, speeches, drawings, laboratory notes or other academic work in whole or in part as one’s own when such work has been presented by another person or copied from another person. Although most obvious in cases where text is copied word for word, plagiarism also includes copying ideas or arguments from another source, including the Internet. Plagiarism can involve as little as copying a key phrase or sentence without acknowledging the source.

STYLE

STYLE MANUALS

Depending on your academic discipline, your thesis should conform to one of the following style manuals:

- American Mathematical Society. *A Manual for Authors of Mathematical Papers*. Providence, RI: Author.
- American Political Science Association Committee on Publications. *Style Manual for Political Science*. Washington, DC: Author.
- American Psychological Association. *Publication Manual of the American Psychological Association* (revised). Washington, DC: Author.
- Campbell, William Giles. *Form and Style in Thesis Writing*. Boston: Houghton-Mifflin Company.
- Modern Language Association. *MLA Handbook for Writers of Research Papers*. New York: Author.
- Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. Chicago: University Press.

Some guides focus on manuscript preparation rather than thesis preparation and some manuscript style elements (i.e., title page, abstract, table of contents, running heads) differ from those required for a thesis. If you have questions concerning style, please contact the Masters Programs Specialist at 402-472-8665.

DEPARTMENTAL STYLE MANUALS

The following major departments have designated a specific style manual for their theses and dissertations. *Always check with your advisor or department chair to determine which style/format is preferred.*

Actuarial Science

- *A Manual for Authors of Mathematical Papers*

Anthropology

- *American Anthropologist*

Business College, Accountancy

- *A Manual for Writers of Term Papers, Theses, and Dissertations or Form and Style in Thesis Writing*

Business College, Marketing

- Current style sheet of *The Journal of Marketing Research* or *The Journal of Consumer Research*

Communication Studies

- *Publication Manual of the American Psychological Association* or *MLA Handbook for Writers of Research Papers, Theses, and Dissertations*

Community and Regional Planning

- *A Manual for Writers of Term Papers, Theses, and Dissertations*

English

- *MLA Handbook for Writers of Research Papers, Theses, and Dissertations*

Geosciences

- *Geowriting or Suggestions to Authors*, U.S. Geological Survey or *Suggestions to Authors*, Canadian Geological Survey, supplemented by *A Manual for Writers of Term Papers, Theses, and Dissertations*.

- A paper may be prepared in format required by a specific journal if the paper is to be submitted as is for publication.

Journalism

- *Publication Manual of the American Psychological Association*
- *MLA Handbook for Writers of Research Papers, Theses, and Dissertations*
- *Harvard Law School Blue Book*

Mathematics and Statistics

- *How to write mathematics* (Steenrod, Halmos, Schiffer and Dieudonne'), for style.
- *AMS Author Handbook* for general advice on TeX. (<http://www.math.unl.edu/~nhummel/TeX.shtml>)

Physics and Astronomy

- *American Institute of Physics Style Manual*

Political Science

- *Style Manual for Political Science*, American Political Science Association Committee on Publications

Sociology

- Current style sheet of the *American Sociological Review* or *American Journal of Sociology*, supplemented by *A Manual for Writers of Term Papers, Theses, and Dissertations*

Theatre Arts

- *MLA Handbook for Writers of Research Papers, Theses, and Dissertations*

FORMAT

It's important to submit a thesis that has a consistent appearance throughout. That is, all pages in your thesis should follow a general format regarding page numbering, margins, and line spacing. Also note that the thesis is divided into front matter, body matter, and back matter. Read further for specific instructions.

GLOBAL PAGE SETTINGS

PAGE NUMBERING

Except for the title page and abstract, number all pages in your thesis. Page numbers appear in page headers. Consult the help files for your software on how to set up "Page Headers."

Number the pages **in the front matter with small roman numerals** (i, ii, iii, iv, etc.), placed at the upper right of the page. However, the page number for the Title Page (i) and the pages of the Abstract (ii...) should not appear on the page(s). See other front matter sections below.

Number all pages through the body of your thesis **and back matter with arabic numerals** (1, 2, 3, etc.). You should number these pages at the upper right.

The page number should be one (1) inch down from the top of the page and one (1) inch from the right side (see page 12). Don't use running heads. For **landscape-oriented tables**, the bottom of the table should be on the outside (right) edge of the page. The page number must still be in the upper right corner of the page (See Sample on page 13.)

MARGINS

All margins should be 1-inch wide except for the left margin which should be 1.5". (See Sample A on page 12.) This applies to all material including the abstract, headers, footnotes/endnotes and images. If plates or tables are included, you'll need to use the same margins as you use in the text.

Left justify only, leaving a ragged edge on the right margin. Don't fully justify.

LINE SPACING

The body text in your thesis should be **double-spaced**, but single-space your footnotes/endnotes, bibliographic entries, and lists in appendices.

FONTS

For optimal readability, use a 12-point font size for normal body text, but make certain that your font size is no less than 10-point. Use either Times or Times New Roman font style. Embedded front are required. Don't use italics, script, or ornamental fonts for the body text, but you may use italics for non-English words and quotations.

FRONT MATTER FORMAT

TITLE PAGE

The following are required elements of the title page. See example A on page 10.

- Title: This is the full title of your thesis.
- Author: You alone are the author of your thesis.
- School: The official name of your University is "University of Nebraska". You should not add "--Lincoln" after it.
- Degree: Refer to the list of degrees on page 8.
- Major: Put the official name for your major. Please refer to the list on page 8.
- Advisor/Chair Name(s): This is the faculty member(s) who supervised your thesis. Their title(s) for this page is Professor. Not "Dr." No rank should be listed (i.e., Associate, Assistant, etc.).
- City/State: This should always read "Lincoln, Nebraska". Don't abbreviate Nebraska.
- Date of Defense or Graduation Date: Put the date you defended or the date of your graduation (e.g., "October, 2012."). Make sure you have the comma between the month and the date. No specific day is required.

ABSTRACT

Each thesis must be accompanied by an abstract that has been approved by your advisor. Abstracts will be part of the bibliographic record in the library's online catalog. Your abstract must be limited to 350 words in its entirety, including the title, author, advisor etc. It should be double-spaced and formatted according to Sample B. on page 11. Do not number the pages of the abstract. The abstract should be placed immediately after the title page of the thesis.

COPYRIGHT NOTICE (OPTIONAL)

In any work, copyright implicitly devolves to the author of that work. One may make this statement of ownership explicit, however, by including a copyright notice, such as "Copyright 2012, John J. Smith."

DEDICATION (OPTIONAL)

You may provide a dedication.

ACKNOWLEDGEMENTS (OPTIONAL)

You may acknowledge those that assisted you in your work.

GRANT INFORMATION (OPTIONAL)

You may acknowledge any granting institution or organization here.

TABLE OF CONTENTS

Include the chapter and section numbers and title along with the page on which each chapter or section begins.

LISTS OF MULTIMEDIA OBJECTS

For each multimedia type (table, graph, diagram, equation, etc.) list the number and title of the object and the page on which it occurs.

BODY MATTER FORMAT

CHAPTERS

At the beginning of each chapter, place the word "Chapter," the chapter number, and the chapter title in large type.

PARAGRAPHS

Use the usual paragraph formatting. Indent block quotes on the left and right.

FOOTNOTES

You may use footnotes and/or end notes. Lengthy footnotes are probably better formatted as end notes.

Footnotes in main body text should be numbered consecutively in Arabic numerals, starting with 1.

Footnotes should be single-spaced and placed at the bottom of the page to which they pertain unless special instructions are given by the department concerned.

MULTIMEDIA OBJECTS

Multimedia object types include tables, complex equations, graphs, diagrams, digital pictures, digital video, digital audio, virtual reality, and even computer software that you have developed.

Simple Objects: Most simple objects like tables, graphs, and diagrams can be embedded in your thesis using your word processor.

- Put the object at the point of reference or "float" it to the top or bottom of the page or to the top of the next page.
- Center the object between the left and right margins of the page.
- Directly below the object for figures and above for tables, center the type and number according to its position in the chapter (e.g., in Chapter 5 we may have Table 5.1, Table 5.2, and Figures 5.1, 5.2, and 5.3).
- Give the object a concise, descriptive title.

Complex Objects: More complex multimedia objects require special treatment. They either do not fit naturally on a page or the file size is too large to fit reasonably within a document. For complex objects you must place the type and number of the object along with its concise, descriptive title, centered on a line by itself. In parentheses, include the media encoding (e.g., JPEG) and file size (e.g., 1.5 megabytes). Then you must connect each object title to a separate file containing the object. Many complex multimedia object types have a simple object version (often called "thumbnail") that is a reduction of the picture or one frame of video. If possible, we recommend that you include this reduction in the main document with a PDF link to the complex object. Be sure that you submit the object file(s) along with your thesis.

BACK MATTER FORMAT

The back matter contains the references (bibliography) and appendices.

REFERENCES

Consult your departmental guidelines for the standard forms for citation.

APPENDICES

You may include the source code or output of computer programs as an enumerated appendix. Place figure references with PDF links to multimedia objects here also.

As on the first page of each chapter, place the word "APPENDIX," the appendix letter or letters, and the appendix title in uppercase at the beginning of each appendix.

APPROVAL PRIOR TO THE ORAL EXAMINATION

For specific deadline dates, refer to <http://www.unl.edu/gradstudies/current/degrees#masters>.

PREPARATION AND ADVISER APPROVAL

You'll need to have your master's thesis—in its preliminary form—approved by your adviser prior to applying for the final oral examination or waiver. The adviser indicates approval of the preliminary thesis and planned examination procedure by signing *The Final Examination Report Form*.

Download, print, and complete the *Final Examination Report Form* from the Graduate Studies website: <http://www.unl.edu/gradstudies/current/Masters-FinalExam.pdf>.

GRADUATE STUDIES APPROVAL

At least **four weeks** (three weeks in summer) prior to the date of the oral examination, submit your *Final Examination Report Form* to the Office of Graduate Studies.

Electronically submit the thesis, including title page and abstract to the Masters Programs Specialist, at teastin1@unl.edu for preliminary review and approval at least **two weeks (one week in summer) prior to the oral defense or by the posted deadline**. If the oral examination is waived, the deadline for this check is two weeks prior to the last published date for holding oral examinations. The thesis and abstract will be reviewed for format requirements, type of print, etc. The thesis does not have to be in final form for this check.

CHANGES

The advisor has the right to recommend changes in the thesis at the time of the final oral examination. Such changes, if requested, normally are made by you in consultation with your advisor and are incorporated in the final versions of the thesis prior to being uploaded to Digital Commons in Love Library.

PROCEDURES AFTER THE ORAL EXAMINATION

PREPARATION

1. Once you have passed your final oral defense, make any changes to your written thesis as required by your adviser or committee. Obtain the appropriate signatures of **all committee members** on your *Final Examination Report Form*.
2. Convert the final thesis to a PDF file and submit it to the Masters Programs Specialist, Terri Eastin, for final review as an email attachment.
3. Once you receive email notification from Terri that your format has been reviewed and approved, upload the file to the Digital Commons at <http://digitalcommons.unl.edu/gsdissinfo/>. Use these two links on that page:
 - *Where to deposit your master's thesis in the UNL Digital Commons*: Click it, then click Download. In that document, find your degree-granting program and click its link. This takes you to the page for your program's series.
 - *Step-by-step Guide to Uploading Your Master's Thesis in UNL Digital Commons*: Instructions for uploading your thesis.

Embargoes: If you think you might need to place a restriction on your thesis for patent or security reasons, consult your adviser. Master's theses can be embargoed from public access with the approval of the Office of Graduate Studies. Theses may be embargoed to allow the authors to file patent applications, establish definitive zoological nomenclature, protect proprietary research results, or publish creative works commercially. Prior approval must be obtained from the author's academic department and the Office of Graduate Studies before submission. A thesis will not be viewable or accessible during its embargoed period. After the restriction expires, your thesis will be publicly available through UNL's Digital Commons.

4. When you have successfully uploaded your thesis file to Digital Commons, you'll receive email confirmation. Print the email confirmation.

DEPOSITING THE THESIS

This process must begin in the Office of Graduate Studies before 4:00 PM. These are the required steps in the process:

1. OFFICE OF GRADUATE STUDIES, 1100 SEATON HALL
Bring these items to Terri Eastin:
 - The printed email confirming upload to Digital Commons
 - Your signed *Final Examination Report Form*
 - Two (2) paper copies of your abstract
 - One (1) copy of your title page
2. OFFICE OF THE DEAN OF LIBRARIES, 318 LOVE LIBRARY
Present the upload confirmation, one copy of your title page and abstract, and have your *Final Examination Report Form* signed.
3. CASHIER, 121 CANFIELD ADMINISTRATION BUILDING
Pay the \$25 digital archiving fee at the cashier's window and have your *Final Examination Report Form* signed. The cashier's receipt is for your records.
4. OFFICE OF GRADUATE STUDIES, 1100 SEATON HALL
Bring the completed, signed *Final Examination Report Form* to Terri Eastin at 1100 Seaton Hall.

And you're done. Now celebrate!

MASTERS PROGRAM NAMES AND TERMINOLOGY

MASTERS DEGREES GRANTED AT UNL

Master of Applied Science (M.A.S.)	Master of Fine Arts (M.F.A.)
Master of Architectural Engineering (M.A.E.)	Master of Legal Studies (M.L.S.)
Master of Arts (M.A.)	Master of Music (M.M.)
Master of Arts for Teachers (M.A.T.)	Master of Professional Accountancy (M.P.A.)
Master of Business Administration (M.B.A.)	Master of Science (M.S.)
Master of Community and Regional Planning (M.C.R.P.)	Master of Science for Teachers (M.Sc.T.)
Master of Education (M.Ed.)	Master of Secondary Teaching (M.S.T.)
Master of Engineering (M.Eng.)	

MASTERS MAJORS

A major in Graduate Studies is the area of academic or professional concentration approved by the Board of Regents in which the student chooses to qualify for the award of a graduate degree.

At the University of Nebraska-Lincoln, the following majors lead to the masters degrees indicated:

Accountancy - M.P.A.	Horticulture - M.S.	<u>Education</u>
Actuarial Science - M.S.	Journalism and Mass Communications - M.A.	Educational Administration - M.A., M.Ed.
Agricultural Economics - M.S.	Leadership Education - M.S.	Educational Psychology - M.A.
Applied Science – M.A.S.	Legal Studies - M.L.S.	Special Education - M.A., M.Ed.
Agronomy - M.S.	Mathematics - M.A., M.S., M.A.T., M.Sc.T.	Speech-Language Pathology & Audiology - M.S.
Animal Science - M.S.	Mechanized Systems Management - M.S.	Teaching, Learning & Teacher Education - M.A., M.Ed.
Anthropology - M.A.	Modern Languages & Literatures - M.A.	
Architecture - M.S.	Music - M.M.	<u>Engineering</u>
Art - M.F.A.	Natural Resource Sciences - M.S.	*Engineering - M.Eng.
Art History – M.A.	Nutrition - M.S.	Agricultural and Biological Systems Engineering - M.S.
Biochemistry - M.S.	Nutrition & Health Sciences - M.S.	Architectural Engineering - M.A.E., M.S.
Biological Sciences - M.S.	Philosophy - M.A.	Chemical Engineering - M.S.
Biometry - M.S.	Physics & Astronomy - M.S.	Civil Engineering - M.S.
Business - M.A., M.B.A.	Political Science - M.A.	Construction – M.S.
Chemistry - M.S.	Psychology - M.A.	Electrical Engineering - M.S.
Child, Youth & Family Studies - M.S.	Sociology - M.A.	Engineering Mechanics - M.S.
Communication Studies - M.A.	Statistics - M.S.	Environmental Engineering - M.S.
Community & Regional Planning - M.C.R.P.	Survey Research and Methodology - M.S.	Industrial & Management Systems Engineering - M.S.
Computer Science - M.S.	Textiles, Merchandising and Fashion Design - M.A., M.S.	Mechanical Engineering - M.S.
Economics - M.A.	Theatre Arts - M.F.A.	Telecommunications Engineering - M.S.
English - M.A.	Veterinary Science - M.S.	
Entomology - M.S.		
Food Science & Technology - M.S.		
Geography - M.A.		
Earth and Atmospheric Sciences - M.S.		
History - M.A.		

* *Interdepartmental Area*

DUAL DEGREE PROGRAMS

The professional program leading to the juris doctor degree is provided through the University of Nebraska College of Law. A number of dual degree programs are offered in cooperation with the College of Law and the Office of Graduate Studies. Presently, joint law/graduate degree programs exist with the departmental areas of accountancy; business administration; community and regional planning; economics; educational studies; political science; and psychology.

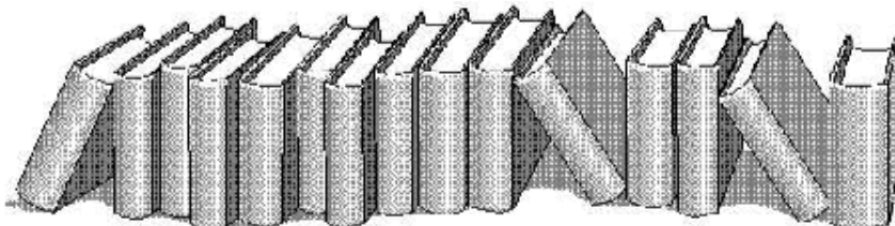
In addition, a dual-degree program is offered by the departments of architecture (MArch) and community and regional planning (MCRP); architecture (MArch) and business (MBA); MArch/MEng with construction emphasis; and civil engineering (MS) and community and regional planning (MCRP). For more information, refer to the dual program descriptions in the *Graduate Bulletin* at <http://bulletin.unl.edu/> under the appropriate departmental entry.

FOR FURTHER ASSISTANCE

If you have questions regarding your graduate program or the preparation of your thesis, please contact the Masters Programs Specialist in the Office of Graduate Studies at 472-8665.

SAMPLES

The following sample pages illustrate various aspects of layout and formatting of title, abstract, and body pages.



SAMPLE A: THESIS TITLE PAGE

SELF-REFERENCE AND ENCODING SPECIFICITY
EFFECTS ON THE RECALL OF EXPOSITORY TEXT

by

Gail M. Sikking

A THESIS

Presented to the Faculty of
The Graduate College at the University of Nebraska

In Partial Fulfillment of Requirements

For the Degree of Master of Arts
(or appropriate degree)

Major: Educational Psychology or
Major: Interdepartmental Area of _____
(see attached listing of Graduate Majors)

Under the Supervision of Professor Ann Calkins Brown

Lincoln, Nebraska

May, 2012
*(Date should be either month and year of oral
examination or month and year of graduation)*

SAMPLE B: THESIS ABSTRACT

SECULAR AGNOSTICISM: THE EVOLUTION OF PUBLIC OPINION

TOWARD THE FEDERAL GOVERNMENT, 1910 - 1980

Kathryn Marie Smith, M.A. (or appropriate current degree sought)

University of Nebraska, 2012 (Year of Graduation)

Adviser: Rodger S. Edmunds

(The abstract for the thesis MUST NOT CONTAIN MORE THAN 350 WORDS in its entirety,
including the number of words for title, author, etc. It should be double-spaced.)

XX
XX
XX
XX

Place page number one inch (1") from the top.

1

SAMPLE PAGE FORMAT

All text and diagrams must be printed within these margins.

(1.5")

(1")

(1")

SAMPLE LAYOUT FOR LANDSCAPE-ORIENTED TABLE

#

TITLE of TABLE

Contents of Table

THESIS BINDING PROCEDURES

FOR PERSONAL OR DEPARTMENTAL COPIES

WHAT TO DO

1. Bring your thesis to UNL Printing Services, 1700 Y St, 472-2146, in one of two ways:
 - A. Electronically (preferred), in PDF format to insure the formatting, by email, disc, or flash drive.
OR
 - B. On paper, as a hard copy to be scanned.

Printing Services requests that all copies ready for binding be delivered to them **by 5:00 PM on Thursday**. Copies can still be brought to Printing Services on Fridays with the hope that the Bindery has not picked up the orders. If the Bindery has already picked up the orders, your order will be sent out the following Friday.

2. Get a binding order form from the Printing Services front desk and fill it out.
3. Pay by cash, check, NCard, or a requisition from your department with Cost Object Number.

If you choose to order your copy from ProQuest, that is part of the upload process. It does not go through Graduate Studies or the Library.

COSTS AND OPTIONS

This information is current as of August 2012; refer to Printing Services for the most up-to-date information:
<http://printing.unl.edu/students#thesis>

COPIES (IF NEEDED): 1-2 BUSINESS DAY TURNAROUND

Regular Bond	\$.05 per page
25% Cotton Bond	\$.10 per page
Color Copies	\$.035 per page

You will be called after the copies are made so that you can proof those copies. All copies need to be proofed and signed off on before getting sent to the Bindery. This can be done either by you or by another person of your choosing.

BINDING: TWO-WEEK TURNAROUND

Hard Bound	\$29.96 including tax (add \$5 if more than 2" thick) Many color options for cover; gold or silver foil stamping available.
Soft Bound	\$19.42 including tax (up to 2" thick) Cover will be red or black; gold or silver foil stamping available.

MAILING

On Campus	Free
Off Campus	\$15 per book domestic (required before mailing)