



Graduate School

UNIVERSITY OF COLORADO DENVER | ANSCHUTZ MEDICAL CAMPUS

Style and Policy Manual for Theses and Dissertations



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I. GENERAL INFORMATION FOR FILING OF THESES AND DISSERTATIONS

INTRODUCTION

The requirements described in this Style and Policy Manual have been established so that paper theses are presented in a form suitable for the University of Colorado. The thesis takes its place in the library as a product of original thinking and research, and it is, therefore, designed to appear in a form comparable to a published work. Requirements are also specified in this Style and Policy Manual for electronic submission of theses and dissertations. These requirements apply to all theses and dissertations submitted for graduate degrees at the University of Colorado Denver, at both the Downtown Campus and the Anschutz Medical Campus.

It is your responsibility to read and follow the requirements presented here and to submit documents of highest quality. Whether submitted by paper or electronically, final copies will not be accepted with handmade corrections, insufficient margins, inconsistent formatting, or if they are of such poor print quality that reproduced and/or microfilmed copies cannot be made.

"THESIS" OR "DISSERTATION"

The word "thesis" refers to the research paper required for the master's degree; "dissertation" refers exclusively to the doctoral degree research paper. For convenience, in this document, the word thesis will be used to represent both. All requirements that apply to the master's thesis pertain to the doctoral dissertation. There are, however, additional requirements that apply only to the dissertation. For consistency, the word "thesis" should also be used in the submitted paper for both master's and doctoral degrees.

PRECHECK/FORMAT REVIEW

Students are **required** to have a draft of the entire thesis prechecked by the Graduate School well before the final copies are made. **CU Anschutz students** should call 303-724-2915 to schedule an appointment with the Graduate School Assistant Dean to review their thesis. This appointment should be scheduled well in advance to avoid scheduling conflicts. **CU Denver students** should submit an unbound hard copy of their thesis to the Graduate School at LSC Suite 1251. If you have any questions regarding the submission please contact the office at 303-315-2183. Your thesis must be submitted for review at least 6 weeks before the electronic submission deadline.

DEADLINES

Application for Admission to Candidacy (Master's Degree)

An Application for Admission to Candidacy for the Master's degree must be submitted to the Graduate School office by the published deadline. *Applications* submitted after these dates will be processed for the next graduation period (**no exceptions**). Consult the website for information and deadlines on the [Master's Resources page](#).

Scheduling of final examination/thesis defense

The thesis defense paperwork must be submitted to the Graduate School at least two weeks before you plan to defend. Instructions and forms can be found online on the [Master's Resources page](#) or the [Doctoral Resources page](#). You must defend your thesis at least four weeks prior to the actual graduation date. This deadline is usually on a Friday, with the possible exception of the December graduation deadlines, which may be on a Wednesday (depending on the Thanksgiving holiday). Check the deadline dates [online](#).

Submission of thesis

You must submit your thesis within 60 days of your defense. A thesis not submitted by the 60 day deadline, you will be required to redefend your thesis (which may also require you to register). Deadlines for submission of the thesis for a specific graduation cycle are always three weeks prior to the graduation date. Check the deadline dates [online](#). Your thesis will be submitted electronically. Submission information can be found online at the [Electronic Theses and Dissertations website](#).

REGISTRATION

You must be registered for the term in which you defend your thesis. You do not, however, have to be registered to electronically submit the final copy of the thesis to the Graduate School. Doctoral students must register for a minimum of 5 thesis hours (8990). PhD students that have accumulated in excess of 30 thesis hours should consult their program to determine if they need to register for 5 thesis hours each fall and spring. Master students need only register for 1 thesis hour (6950). Students defending on a date that falls during a period between terms must register for the subsequent term.

FACULTY APPROVAL

The [Statement of Approval of the Thesis](#) page **must be signed by all of the members** of your thesis defense committee. This page is not an official page of the thesis, but must be submitted to the Graduate School prior to submitting the thesis electronically. Please refer to the sample page toward the back of this manual. In addition, the Abstract page of the thesis is no longer signed by your advisor. The advisor's signature on the Statement of Approval page certifies the advisor's approval of both the thesis and the abstract.

SUBMISSION

The Graduate School accepts theses electronically only, uploaded as a PDF document through the ProQuest website. Information is available online on the [Electronic Theses and Dissertations](#) website. This site contains information on converting Word documents into a PDF format, information regarding fees, and links to the information specific to each campus' submission process. You will be required to submit additional documents, which are outlined on the campus submission webpages, in person to the Graduate School.

Although the Graduate School requires electronic submission of your thesis, your program/department may still request/require a paper copy(ies) of your thesis. Please check with your program/department.

FEES

The following fees are paid at the time the thesis is submitted as a PDF document. They are paid online directly to ProQuest. Upon submitting the thesis, you will be required to select "Traditional" or "Open Access" publishing. Traditional publishing is required for submission. Selecting "Open Access" publishing is entirely optional and will result in higher publishing fees. Please consult the ProQuest website for information on these options. Fees are subject to change at any time.

Master's thesis:	Traditional publishing	free
	Open Access publishing (optional in place of traditional)	\$95.00
	copyright registration (optional)	\$55.00
Doctoral thesis:	Traditional publishing	free
	Open Access publishing (optional in place of traditional)	\$95.00
	copyright registration (optional)	\$55.00

STATEMENT OF APPROVAL OF THE THESIS

The [Statement of Approval of the Thesis](#) form is submitted with the final copy of the thesis. It is not a physical page of the thesis itself. The form becomes a University document so care should be taken to keep the form unblemished it prior to submission to the Graduate School (no staples, folding, white-out...). The statement may or may not be produced on thesis-quality paper. A copy of the format for the form is provided in the sample pages later in this manual. The statement is in addition to the approval page (the second page of the thesis). **Please note that the statement requires original signatures of all members of the committee, not copies.**

FINAL APPROVAL BY THE GRADUATE SCHOOL

The Graduate School will approve the final submitted thesis to determine whether its form meets the minimal requirements for a thesis as outlined in this Style and Policy Manual. The responsibility for producing a document that reflects one's professional accomplishment rests with the student, the advisor, and the degree-granting program. Once the thesis is approved by the Final Examination Committee (MASTER'S) or Thesis Defense Committee (PhD), the Statement of Approval of the Thesis form is signed, and the thesis meets the minimal standards of the Graduate School, it must be uploaded to Proquest for final review and approval by the Graduate School. Instructions and guidelines for submission are available online on the [Electronic Theses and Dissertations website](#).

THESIS SEMINAR

A Thesis Seminar is held twice a year, in October and March, on the Anschutz Medical Campus to assist students in completing their thesis. Notification of the date of the seminar will be posted in the departmental office and disseminated through the campus student email system.

THESIS PRECHECK/FORMAT REVIEW

CU Anschutz Students: All thesis students must complete a mandatory thesis pre-check that should be scheduled prior to the defense. At least two weeks prior to the defense date, please call 303-724-2911 to schedule the pre-check.

CU Denver Students: An unbound, hard copy of the thesis must be submitted to the Graduate School (*Location:* 1380 Lawrence Street, suite 1251; *Phone:* 303-315-2183) by the date listed on the deadline calendar for the initial format review. **Electronic copies are NOT accepted for format review.**

COPYRIGHTING

Doctoral and master's students may apply to have the copyright on their thesis registered. ProQuest can handle the registration. Students should complete the appropriate portion of the UMI form and submit the fee. Additional information regarding copyrighting is provided below, as well as on the ProQuest site. If you have already published the materials in the thesis, then it probably already has the copyright registered.

Inclusion of Previous Publications and Copyrighted Materials

The inclusion of previously published work is permissible within the following guidelines:

1. The work must represent research conducted while enrolled in the M.S. or Ph.D. program and must not have been previously used to fulfill the requirements of another degree.
2. The student must be the sole or primary author of the published work; when multi-authored articles are included, the student's contribution and how it relates to the thesis must be clearly explained in the introduction or body of the text.
3. Simply binding reprints or collections of publications together does not constitute a thesis in concept or format. Previously published work must be logically connected and integrated into the thesis in a rational and coherent manner, as well as reformatted to fit the thesis specifications.

If copyrighted materials are included in a thesis, they may not be used without the permission of the publishers or copyright owners.

Copyright Guidelines - Facts in Brief

- Copyright is a form of protection provided to authors of “original works in authorship,” including literary, musical, artistic and other intellectual works.
- Copyright is secured automatically upon creation--even for works not bearing a copyright notice.
- Copyright registration (which is not required but which establishes a public record of the copyright claim and is necessary prior to filing an infringement suit), must be handled through the Copyright Office at the Library of Congress.
- CU faculty and students may copyright their personal, original work. See the example page at the back of this manual for an example of the placement and format of the copyright page in the thesis.

Some Copyright Information Sources

U.S. Copyright Office: www.copyright.gov

Fair Use Information: www.copyright.gov/fls/fl102.html

ProQuest/UMI: <http://www.umi.com/en-US/products/dissertations/copyright/>

Gaining permission to use copyright material: Ask the copyright holder in writing for permission. Be sure to quote exactly what you plan to use and in what context. For a fee, the Library of Congress can conduct a search for the copyright holder. See: <http://www.copyright.gov/records/>.

II. THESIS AND DISSERTATION FORMAT

This section provides the Graduate School's specifications for theses and dissertations presented for graduate degrees at the University of Colorado at Denver. The Graduate School staff is available to answer format questions. CU-Anschutz students should contact 303-724-2915 and ask to speak with the Assistant Dean. CU-Denver students should contact 303-315-2183 and ask to speak with Jessica. Students should note the section above regarding the mandatory thesis precheck which needs to be scheduled in advance. We recommend that you consult a style guide or standard handbook for more detailed specifications. Your program should be able to provide information on any requirements specific to your field of study.

STYLE

You should consult with your thesis advisor or thesis committee chair about an appropriate style guide that describes formatting details not included here. The style guide may be that of a leading journal (e.g. *Publication Manual of the American Psychological Association*) or a widely accepted thesis manual (e.g., Kate L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*). The thesis must be organized in chapters regardless of what format your thesis advisor, committee chair, program advisor, or any style manual may recommend. You should also follow proper outlining guidelines regarding headings (i.e., no single subheadings at any level). It is consistent with the specifications as outlined in this manual.

TYPE

The thesis must be typed. The font size should be between 10 and 12 point. The font style and point size you choose will be used for everything throughout the thesis (all text, page numbers, footnotes, figure captions, table titles (you may use a smaller point within the table). Throughout the thesis, mixing and matching of font style or size is not permitted. Any unusual type style should be approved in advance by the Graduate School. Script type may not be used. Equations, formulas and words within figures must also be typed. Handwriting is not acceptable within the thesis text but may be used in a figure if it is a necessary part of the figure. Full justification is permitted in the thesis, but if utilized must be applied throughout the thesis to all text.

In submitting a thesis electronically, students should consider that ProQuest recommends that you embed your fonts in the document. Additionally, they suggest that you create the document with TrueType fonts such as Times-Roman or Helvetica. These fonts will assist with the conversion process to a PDF and the subsequent upload to the ProQuest site. Additional information and a [conversion help guide](#) are available on the [Electronic Theses and Dissertations](#) website.

THESIS ORGANIZATION

The final copy of the thesis submitted to the Graduate School must be organized in the following order. The starred items (*) are required in every thesis; the other items are optional. Examples of formatting for these items are provided in the sample pages. Each division listed (1-14) and each chapter begins on a new page.

- *1. Title Page
 2. Copyright Page (not counted as a page for pagination purposes)
 - *3. Approval Page
 - *4. Abstract
 5. Dedication
 6. Acknowledgements
 - *7. Table of Contents
 8. List of Tables
 9. List of Figures
 10. List of Abbreviations
-
- *11. Text - Chapters
 12. Endnotes
 - *13. Bibliography, Selected Bibliography, or References
 14. Appendix

↑lower case Roman Numerals

↓Arabic Numbers

PAGINATION

Preliminary pages (numbers 1-10 in the list on the previous page) are numbered with small Roman numerals (i, ii, iii, ...). The Title Page (#1 on the previous list), although counted as page i, does not have a page number printed, regardless of the page numbering style chosen below. Note as well that the copyright page is not counted as a page. Arabic numbers, beginning with number 1, are used for items 11-14. Every page, except the optional copyright page, is assigned a number. The optional copyright page is considered an inserted page. It does not affect the page numbering and is not included as a page when numbering. Two page numbering styles are permitted.

Style 1: Page number may be omitted on the first page of a major division (#3-7 and 11 in the previous list). All other listings and subsequent pages of any division should have page numbers. There is no page number on the Title Page.

Style 2: Page numbers are printed on all pages of the thesis (except # 1 and 2 of that list).

Pages are numbered in the upper right-hand corner, the lower right-hand corner, or the bottom center of the page. **Page numbers should be between 1/2" and 1" from the top or bottom of the page. Regardless of page numbering style or location choice, all page numbers throughout the thesis must be in the same font style and size as the thesis text and in the**

same physical location throughout the thesis.

Each component delineated in the Thesis Organization section (see previous page) should begin on a new page. In addition, each chapter should start on a new page. New sections within a chapter would not begin on a new page.

MARGINS

Minimum thesis margins are 1.5" from the left edge and 1" from the other three edges.

The page number should be no less than 1/2" and no more than 1" from the top or bottom of the page.

The right edge of the text may be either justified (all lines the same length) or ragged (lines varying in length). If you elect to justify the right edge, keep in mind that printers will put spaces between words or letters to fill out the length, sometimes resulting in one long word being spaced out to take up the entire line. Excessive white space in a line of text is unacceptable. If full justification is used, it must be applied throughout the thesis to all text.

SPACING AND INDENTS

The entire thesis is double-spaced except the areas/items listed below which are single-spaced.

- Multiple line headings in the Table of Contents, List of Tables, or List of Figures pages (single-space within, double-space between)
- List of Abbreviations listings (double-spaced if a short list, < ½ page)
- Footnotes
- Long, indented quotes
- Figure legends
- Text inside a table and the footnote under that table
- References (single-space within, double-space between)
- Text in the Appendix pages – not the heading

With one-inch top and bottom margins, the maximum page length is 9 inches. Under no circumstances should you have less than 8 inches per page (counting the top margin) or 7 inches of actual text, unless you are at the end of the chapter (this applies to text/table/figure pages or any combination). This can be determined based on the "Ruler" on the left sidebar in Word. If the text on the page goes to or beyond the 7-inch marking on the ruler, the page has sufficient text.

Additionally, do not put extra blank lines or space between paragraphs. If you need to differentiate a paragraph from its surroundings use headings. If you find a slight additional spacing after paragraphs (slightly more than a double-space), make sure to set your paragraph spacing to zero in Word.

As noted above, all text in the thesis is double-spaced with a few exceptions. Quotations of more than 40 characters (generally more than three lines) are single-spaced and indented in their entirety from the right margin. No quotations marks are necessary on the quotation, unless there is a quote within the quotation. The reference for the quotation follows at the end of the quotation.

Table footnotes and Figure legends are single-spaced. Text within tables or figures may be single- or double-spaced. Footnotes are single-spaced and the same font style and size as the thesis text. Multiple line entries or headings in the Table of Contents and List of Tables, and List of Figures pages are also single-spaced within and double-spaced between entries. The Bibliography/References section is single-spaced and double-spaced between each entry.

The first line of each paragraph or footnote is indented (has a tab) uniformly in the thesis. The number of spaces for this indent depends on the style. A standard indent is eight spaces (2 inch); a five-space indent is also frequently used. Single-spaced quotations are indented in their entirety eight spaces (2 inch) or five spaces, depending on the style you are using.

HEADINGS

You should choose a standard format for headings and subheadings for your thesis and use it consistently throughout. The spacing above and below headings should also be uniform. Examples of headings are provided on sample pages. You may choose another appropriate style, but BE CONSISTENT and choose a logical style that will not confuse readers. You must also follow proper outlining protocol; there must be two or more subheadings used below any heading. Single subheadings are not permitted. This applies to any level of heading.

For students whose program/department does not dictate a specific style of heading, the following style is suggested. The chapter name is mandatory. Others heading levels are optional and may be removed if you wish. Utilize them in the ascending order presented. For instance, there are five levels listed. If you only need three heading levels in your thesis, you could choose to delete level 3 and 5 and just use the remaining levels in the order presented. Here are the levels:

Chapter Name (mandatory): centered, all caps, two lines, bold, double-space before and after text

Level 1: centered, upper and lower case letters, bold, double-space before and after

Level 2: at the left margin, upper and lower case letters, bold, double-space before and after

Level 3: at the left margin, upper and lower case letters, underline, double-space before and after text

Level 4: tab, first letter cap only, bold, period, double-space and then paragraph text

Level 5: tab, first letter cap only, underline, period, double-space and then paragraph text

Additionally, any heading or combination of headings must have two lines of text after the

heading in order to remain on a page. If the heading only has one line, or it sits alone at the bottom of a page, you must move the solitary heading(s) and the line of text to the subsequent page.

STATEMENT OF APPROVAL OF THE THESIS

This is the official University approval page for the thesis; however, it is not a physical page of the thesis. All faculty members of the thesis committee must sign the form indicating their approval of the thesis. A sample format for this form is provided in the sample pages. We do not recommend that you reproduce the approval page. The correct format varies based on the degree level of the student and whether your advisor is a member of the committee or not. This approval page is part of the documents to be submitted with the final thesis. Since it is a University document, care should be taken to ensure that it is not damaged in any way (not folded, stapled, stained) prior to submission. See the example guide and example pages at the back of these specifications for further guidance on the Statement of Approval of the Thesis form.

TITLE PAGE

Your title page must conform to the example provided in these specifications. The title and your name must be written in all capital letters. The year listed reflects the year you will be awarded the degree, not necessarily the year you defend your thesis. Your name should be presented in an identical manner on the title page, approval page, and abstract. See the example guide and example page at the back of these specifications for further guidance on the Title Page.

APPROVAL PAGE

Your approval page must conform to the example provided in these specifications. The approval page varies based on a student's committee structure, so take care to select the correct approval page appropriate for your committee structure (i.e., whether your advisor is a member of the committee or not). See the example guide and example page at the back of these specifications for further guidance on the Approval page.

ABSTRACT PAGE

The abstract beginning your thesis should provide a succinct, descriptive account of the work in 350 words or less. The abstract title should include all pertinent places, names, and proper nouns for use in indexing the thesis. Make sure your thesis advisor's name and academic title are correct. Do not add their degree after their name. The types of degrees granted at the University of Colorado Denver include the following:

Anschutz campus: Ph.D., M.S., and M.S.C.S.

Downtown campus: Ph.D., E.D.D., M.A., M.C.J., M.ENG., M.I.S., M.H., M.S., M.S.S., and M.U.D. .

Check with your program regarding the exact name of your degree. Many programs/departments have names that are different from the degree awarded to their

students. The abstract format must conform to the example in the back of these specifications. See the example guide and example page at the back of these specifications for further guidance on the Abstract page.

DEDICATION and ACKNOWLEDGEMENTS

Many people choose to include a Dedication page (optional). Dedications are usually made to spouses, children or parents, but in any case it is considered a very personal recognition (in other words, you don't usually dedicate your thesis to a scholarship fund.) See the example pages for a sample of this page. If your dedication is very short (< one sentence) then you would not follow the example listed, but would remove the word Dedication from the top of the page and just list the text of your dedication in the center of the page (centered vertically and horizontally on the page).

The Acknowledgement page (optional) contains text recognizing the people who contributed to the research and preparation of the thesis or provided funding. Some people like to also acknowledge those people who helped them through their careers in other ways (e.g., friends, spouses, children, parents, study participants, etc.). See the example guide and example page at the back of these specifications for further guidance on the Dedication and Acknowledgement pages.

TABLE OF CONTENTS

This is a required section of the thesis. Page numbers should be in lower case Roman numerals. As a minimal standard, you must include the chapter names in the table of contents. It is standard practice to also list level 1 and level 2 headings. If you choose to list any specific level of heading, you must list all headings at that level and higher. For instance, if you choose to list one level 2 heading, you must list all level 1 and 2 headings. See the example guide and example page at the back of these specifications for further guidance on the Table of Contents page.

LIST OF TABLES, FIGURES, AND ABBREVIATIONS

Any or all of these optional pages may be included in the thesis. Page numbers should be in lower case Roman numerals. See the example page section for formatting style. Tables and figures may be numbered sequentially through the thesis or by chapter (i.e., 1, 2, 3... or 1.1, 2.1, 2.2, 2.3, 3.1...). For additional information on tables and figures, see Tables and Figures descriptions below. See the example guide and example page at the back of these specifications for further guidance on each of these pages.

CHAPTERS

Chapters are numbered using capital Roman numbers. Chapter I of a thesis is usually the introduction and begins the portion of the thesis where pages are numbered in Arabic numerals rather than in the Roman numerals used for preliminary pages. Each chapter must begin on a new page. See the example guide and example page at the back of these specifications for

further guidance on the Chapter format requirements.

TABLES

The word "table" designates columns of information composed of words or numbers or both. Tables are located as soon as possible (not necessarily immediately) after their first mention in the text. Tables less than 7 inches must be included within the text; larger tables may be on a separate page (refer to page 7 and regulations concerning spacing and page length). Tables may not be split across pages unless they are too large to fit on one page (see large table on the next page). Tables may be numbered consecutively within each chapter or throughout the thesis.

You may place lines around or through your table to delineate information, but make sure that the lines still conform to the established thesis margins. Tables that will not fit within the required margins may be typed in a smaller font size (same font style). The text of the table title is not reduced.

Titles

Titles should begin with the word "Table." The title is typed above the table, but may, if your style guide requires it, be placed below. Titles must be consistent in style throughout the thesis (i.e., **Table 3.2: Infant Weights of ...**). This is an example of the second table in Chapter III. Using this example as a guide, all of your table titles would be numbered based on the chapter number and sequentially throughout the chapter. They also would have a colon, be bold, and have upper and lower case letters.

Footnotes and Citations

Footnotes to tables are typed single-spaced immediately beneath the table and have no relation to text footnotes. If you are adapting a table from another source (or using it in its entirety) you must acknowledge the source immediately beneath the table - Ph.D. thesis authors also may be required to obtain written permission for use from the copyright owner. Table footnotes may be a smaller font size, if the text in the table was reduced to a smaller font size. Otherwise, the footnote text is the same font size as the thesis text.

Large Tables

- Wide Tables: Tables that will not fit within the required margins may be typed in a smaller font size (same font style). The text of the table title is not reduced.
- Long Tables: Tables that are longer than 7 inches and require more than one page are considered long tables. Subsequent pages of a long table should be designated in one of the following ways 1) Table # cont.; 2) repeat the header row; or 3) both - on all subsequent pages.
- Landscape Tables: Tables typed in a landscape orientation should have the top of the table on the left (toward the binding margin). Page numbers of

landscape oriented pages must be in the same location as all other pages in the thesis, namely portrait orientation. In order to achieve this, the student should insert the table as a picture, then just flip the picture, not the entire page. For landscape tables that continue for multiple pages, refer to the long table instructions above regarding title listings on subsequent pages.

FIGURES

Figures are visual presentations of ideas or concepts or pictorial evidence of your analysis of information. Figures should be incorporated into the text, where possible, rather than on a stand-alone page. Figures should not be placed in the middle of a paragraph of text on a page (breaking up the flow of the paragraph). They should be placed as soon as possible after they are referenced in the text (at the bottom of the page on which they were referenced or on the subsequent page) without breaking the flow of the paragraph of the current page. Figures may or may not take up a full page, including their legend. The legend and figure must remain together on the page, unless the figure or legend is so large that they will not both fit together on the page (see large figure on the next page). Figures must fit within the established thesis margins.

Legend

Figure legends appear below figures and are typed single-spaced in the same font style and size as the text. Figure titles at the beginning of the legend must be consistent in style throughout the thesis (i.e., **Figure 15. Graph of Infant Weights ...**). This is an example of the 15th figure in this thesis. Using this example as a guide, all of your figures' titles would be numbered throughout the thesis from the beginning to the end. They would also have a period, just have the figure number bold, and have upper and lower case letters.

Legends are typed to fit within the standard margins; if necessary, they may appear on the page after the figure (see notation on large figures below). Figures also may be printed with a landscape orientation, with the top toward the left margin. The legend appears beneath the figure and is typed from the bottom to the top of the page within the standard margins. Page numbers of landscape-oriented pages must be in the same location as all other pages in the thesis (i.e., portrait). In order to achieve this, the student should insert the figure as a picture, then just flip the picture, not the entire page.

Footnotes

Footnotes to a figure are typed single-spaced immediately below the figure and above the caption.

Large Figures

You may reduce figures to fit within the text or, if possible, continue the figure to another page (this usually works only if you actually have several small figures together). Legends for large figures should be on the page after the large figure. The figure itself still needs to have some sort of notation of the figure number on the page with the figure, but the legend is placed on the subsequent page (with no additional text). Multiple-page figures would have the legend on the page after the last page of figures. Each of the figure pages would list the figure number. For instance, Figure 2.1 panels A and B would be on page 26, and then panels C and D would be on page 27, and then the legend on page 28. Your text would continue on page 29. Page 26 and 27 would still have a notation at the top or bottom of the page with the figure stating that this is Figure 2.1. It may or may not have the figure name. The full legend with figure number, name, and the rest of the legend would all appear on page 28.

FOOTNOTES

Footnotes are indicated by superscript numbers in the text and referenced at the bottom of the appropriate page. Footnotes are numbered consecutively throughout the thesis. When footnotes are used, the bibliography includes all references cited in the notes (and additional sources). Footnotes are typed in the same font size as the thesis text and are single-spaced with a double-space between notes. Make sure to follow proper footnote style etiquette and maintain the established thesis margins.

BIBLIOGRAPHY/REFERENCES

A bibliography is a list of books, journals, and other sources of information used or consulted in preparing the thesis. References are a list of books, journals, and other sources of information that are specifically cited in the thesis (a subset of the bibliography). A bibliography or reference section must be included, even if footnotes are used. The arrangement of bibliography/references and the information in each entry are determined by the chosen style. Generally students have References in their thesis rather than a Bibliography. Use whichever term is appropriate to your situation. References in theses may be cited in author-year citations or numbered references according to your chosen style. You will need to include a bibliographic listing at the end of the thesis no matter what style of referencing you have chosen. Regardless of which you choose, you must list a full citation of the reference (et al. in the author listing is permissible). The Reference section has three general rules in addition to your chosen style guide: 1) double-space between each entry and single-space within the entries; 2) keep each reference together (don't split a reference across pages, push it to the next page); and 3) make sure to start the top of each page with text, not a blank line. See the example guide and example page at the back of these specifications for further guidance on the Reference pages

APPENDIX

Appendix materials are optional. Appendix pages appear after the Bibliography or Reference section. Appendix sections are numbered using alpha characters (i.e., A, B, C...). Although the content of the appendix may be of a different font than the thesis, the title of the appendix and page number must still meet font style and size specifications as established in the thesis. Appendix pages must also conform to the pre-established margins of the thesis. This may require modification of the size of the original documents to be included in the appendix. Page numbering will continue on in the same placement, style and location as the rest of the thesis.

III. EXAMPLE PAGES AND STEP-BY-STEP GUIDE

Below are step-by-step directions to guide you through each example page. The boxes on the top of each of the example pages are for identification and instructions only - DO NOT put these boxes in your thesis.

STATEMENT OF APPROVAL OF THESIS PAGE

1. Put your full name and student number in the areas indicated. The listing of your name should be identical on the Statement of Thesis Approval Page, Title Page, Approval Page, and Abstract.
3. Use the drop down list to find the correct degree and program. Use the drop down list to find the appropriate graduation date.
4. Enter your thesis title in upper- and lower-case letters. You can cut and paste text into this field. Special characters are permitted.
5. Indicate whether or not your thesis advisor is serving on your committee.
6. Have one of your faculty members date the form on the date line provided in the middle of the page when all of the signatures are obtained.
7. Use committee members' names only - no titles or degrees after their names. You may use middle initials or even middle names - use official names only, no nicknames or shortened names.
8. The order of the committee on this page will match the order of the committee on your Approval Page (described on the next page). The first signature listing will be your thesis committee chair; second signature will be another member of your committee, and so on. You must have all members of your committee sign the page and indicate their approval of the thesis by circling the Yes or No. A majority of the committee must indicate approval of the thesis before the form and the thesis can be submitted to the Graduate School.
9. See page 11 in the thesis specifications for additional information.

TITLE PAGE - INSTRUCTIONS

1. Center all material between the margins (both vertically and horizontally).
2. Write your name in all capital letters.
3. The listing of your name should be identical on the Statement of Thesis Approval Page, Title Page, Approval Page, and Abstract.
4. List all prior degrees as shown (use only academic degrees). List the degree (list only bachelor degrees and higher), the university name, and year the degree was awarded. You also need to list a city for your university if it has multiple campuses.
5. At the bottom of the page, use the appropriate degree (Master of Arts, Master of Science, Master of Science in Clinical Science, ... or Doctor of Philosophy). The degree will be the same degree that was listed on your Statement of Approval of the Thesis page, only completely spelled out in its entirety.
6. List the appropriate College or Program (List your program's full name, not the school or college in which it is housed). List the same college or program on the Approval Page.
7. The year listed is the year the degree is awarded (not necessarily the year you defend or submit your thesis).
8. See page 11 in the thesis specifications for additional information.

COPYRIGHT PAGE - INSTRUCTIONS (optional for those copyrighting their thesis)

1. Center all material between the margins (vertically).
2. Place text as far to the bottom of the page as it can be placed without going to the next page.
3. Your name should be listed in the same manner as on the Title Page.
4. Change the year to the year you will graduate, not necessarily the year you defend.

APPROVAL PAGE - INSTRUCTIONS

1. There are multiple versions of this page, depending on what type of student you are (MASTER'S or PhD) and whether your program allows your advisor to be a member of the thesis committee or not. Review the different versions to select the one appropriate for you.
2. Center all material vertically and horizontally (except date, as shown) between margins.
3. Your name should be on its own line and should be listed in the same manner as on the Title Page and the Abstract.
4. List your program's full name, not the school or college in which it is housed. If you are a Nursing candidate, use "College of Nursing."
5. First faculty name listed will be your thesis committee chair; second name will be another member of your committee, and so on. List all members of your committee in the same order as on your Statement of Approval Page (above), omitting any that did not approve your thesis on the Statement page. **There are multiple versions of this page, so be sure to select the one that is appropriate to your committee structure.**
6. Use committee members' names only - no titles or degrees. You may use middle initials or even middle names - use official names only, no nicknames or shortened

names. You will put the title “Chair” after the chairperson’s name, and “Advisor” after your advisor’s name. The committee members will be listed after your chair and advisor in the same order that they were presented on the Statement of Approval of the Thesis Form. If your advisor is not a member of your committee, their name would be listed at the bottom of the faculty list on this page (see the example on page 27).

7. Date the thesis with the date you submit the final thesis electronically to the Graduate School. You may have to modify this date if there are requested changes.
8. See page 12 in the thesis specifications for additional information.

ABSTRACT - INSTRUCTIONS

1. The abstract should be double-spaced.
2. List your last name first followed by a comma, then your first name, and include your middle name or initial (whichever is appropriate based on how you listed your name on the Title Page).
3. Within the parentheses, list the appropriate degree (Ph.D., M.S., M.A. M.S.C.S., or ...) and exact title of the degree being granted. The degree title will match the program listed on your Statement of Approval page.
4. For the third line, check with your advisor regarding his/her appropriate title (Assistant Professor, Associate Professor, Professor). No degrees are listed for the advisor.
5. Put the word “ABSTRACT” centered and just before you begin your abstract text. It can be bolded if you wish.
6. Do not use footnotes or sublevel headings in the abstract.
7. Keep the abstract text to less than 350 words.
8. Your advisor will not sign the abstract. You will type their name at the end of the abstract. Note the instructions within the sample abstract text concerning the sentences at the end of the abstract.
9. See page 12 in the thesis specifications for additional information.

DEDICATION OR ACKNOWLEDGEMENTS - INSTRUCTIONS

1. These are two separate pages. Both are optional. Both have the same format if they are longer than one sentence (see #2 for a short Dedication). The Dedication page comes before the Acknowledgement page in sequence.
2. As far as format, the format described in #3 below for both the Dedication and Acknowledgements is correct, except when the Dedication is short. In the event you choose to have a Dedication and it is shorter than one sentence, the format for the page changes. In that case, you forego the word “Dedication” on the page and just center your dedication text vertically and horizontally on the page. The page still carries a page number. The Acknowledgement page, even if it is only one sentence, still follows the format outlined in #3 below.
3. The format for the Dedication and Acknowledgement pages is to have the title centered, all caps, bold, at the top of the page. Then double-space down to the text and in a double-space, paragraph style, you would add the narrative that you want to place in

- this/these sections. It can be as long as you want/need it to be.
4. See page 12 in the thesis specifications for additional information.

TABLE OF CONTENTS - INSTRUCTIONS

1. Use title heading of "CONTENTS" **OR** "TABLE OF CONTENTS." The heading should all be at the top of the page, all caps, and bold. You will double-space after the heading and place the word "CHAPTER" on the left-hand margin and then double-space again before you begin your chapter listings. You only list the word chapter once at the top.
2. Headings are double-spaced between each entry; single-spaced within each entry. As you single-space within headings, the subsequent lines of the heading should align with the heading on the left-hand side.
3. Chapters are numbered with Roman numerals. Chapter names are all caps.
4. Headings should exactly match the text as it appears in the thesis. Page numbers must be accurate and right justified.
5. Use indents to indicate the appropriate level of heading. Outlining rules concerning subheadings apply here (i.e., no single subheadings at any level). If you were consistent in the application of your headings, you will also be consistent in the presentation of your headings in the Table of Contents (i.e., upper and lower case or first letter cap only at various levels of heading).
6. You must include the chapter names as a minimum; however, it is appropriate to also include the other level headings. If you include any level of heading, you must include all headings of that same level. For instance, if in Chapter III you want to include a level 3 heading, you would need to include all level 1, 2, and 3 headings in the Table of Contents. If you have four levels of heading in your thesis, but only want to list level 1 and 2 in your Table of Contents, that is permitted.
7. You can use dot leaders from the heading name to the page number or omit the dots, as long as you are consistent.
8. See page 12 in the thesis specifications for additional information.

LISTS OF TABLES AND FIGURES - INSTRUCTIONS

1. These are optional pages. They are also two separate pages, although presented together in this example. They both have the same format.
2. Use title headings of "TABLES," "FIGURES," **OR** "LIST OF TABLES," "LIST OF FIGURES." The headings should all be at the top of the page, all caps, and bold. You will double-space after the heading and place the word "TABLE" or "FIGURE" on the left-hand margin and then double-space again before you begin your table or figure listings. You only list the word "TABLE" or "FIGURE" once at the top.
3. The table/figure listings are single-spaced within and double-spaced between. You only list the table/figure name (not the legend). The dot leader is optional, but if used for the Table of Content pages, must be used here.
4. Table/figure names should exactly match the text as it appears in the thesis. Page numbers must be accurate and right justified.

5. Tables/figures can be numbered sequentially throughout the thesis or with each chapter. Whichever method is chosen, the appropriate numbers should be listed in the listing here. The numbering method does not have to match between the tables and figures, although it is best if it does. See page 13-15 for further information.

LIST OF ABBREVIATIONS

1. This is an optional page and not presented as an example in the example pages, but follows the same format as the headings for the List of Tables or Figures pages. It can be single or double-spaced.
2. Use title heading of “ABBREVIATIONS” **OR** “LIST OF ABBREVIATIONS”. The heading should all be at the top of the page, all caps, and bold.
3. It is usually best to use column formatting to present the abbreviations and their definitions, but select something that makes sense to your reader.

CHAPTERS

1. Use the title heading “CHAPTER” and then double-space down to the chapter name which will also be in all caps and double-spaced. Bold the chapter number and name. Double-space after the name and then begin your text.
2. Chapter numbers are in Roman numerals. Page number should be between 1/2 and 1 inch from the margin.
3. Text is paragraph style, double-spaced, with a tab (indent) on the first line. No extra spaces between paragraphs (unless accompanied by headings).
4. Double-spaced with single-spaced, indented long quotes (40 words or more).
5. Whatever heading format style is chosen, be consistent across all chapters. You cannot skip or add a level of heading from one chapter to another. See page 11 for a suggested heading format style. Regardless of the style you choose, reserve stronger style attributes (bolding and capitalization) for higher-level headings.
6. See information on page 15 and 36 regarding footnotes.
7. For additional information on text within the chapter, see pages 7-13.

REFERENCES

1. Use the title heading of “REFERENCES” **OR** “BIBLIOGRAPHY,” whichever is appropriate. See page 16 for additional information. The title should be centered, all caps, bold and then double-space before the text.
2. You can select any referencing style you would like, as long as you present full references.
3. References are double-spaced between each entry and single-spaced within the entries.
4. Keep each reference listing together (don’t split a reference across pages; push it to the next page).
5. Make sure to start the top of the each page with text, not a blank line.
6. See page 16 in the thesis specifications for additional information.

APPENDIX

1. This section is not included in the example pages, but the format of the headings follows the example of the chapter heading above.
2. The text of the appendix can be any font style or size, but cannot violate the margins.
3. The page numbers continue on in this section in the same location and font style and size as the rest of the thesis.
4. The appendices are numbered in alpha numerals. See page 16 for additional information.



Graduate School

UNIVERSITY OF COLORADO
DENVER | ANSCHUTZ MEDICAL CAMPUS

Statement of Approval of the Thesis/Dissertation

The final copy of this thesis has been examined by the undersigned, and we find that both the content and the form meet acceptable presentation and scholarly standards of work in the discipline listed below. We approve its publication.

Student Name: Julie Jones Student Number: 0 0 0 0 0 0 0 0 0 0

Degree, Program PhD, Bioengineering Graduation Term May 2014

Thesis Title Put your thesis title here in upper and lower case letters. You can cut and paste it from another document. It can include special characters.

Is your thesis advisor serving on your committee? ☒ Yes ☐ No

Date: _____

Required Signatures for Approval of the Thesis/Dissertation

Please type faculty names first then last, with no degrees or titles.

To be dated by your Chair upon signing

			Approved	
			Yes	No
Committee Chair	Tom Smith			
	Type Committee Chair's Name	Committee Chair's Original Signature		
Thesis Advisor (if Applicable)	Frank Thomas			
	Type Thesis Advisor's Name	Thesis Advisor's Original Signature		
Committee Member	Sue Johnson			
	Type Committee Member's Name	Committee Member's Original Signature		
Committee Member	Anna Harrison			
	Type Committee Member's Name	Committee Member's Original Signature		
Committee Member	James Brown			
	Type Committee Member's Name	Committee Member's Original Signature		
Committee Member				
	Type Committee Member's Name	Committee Member's Original Signature		
Committee Member				
	Type Committee Member's Name	Committee Member's Original Signature		

Electronic Submission Approved by Graduate School

Date: _____

Once all signatures have been obtained, please submit this form to the Graduate School:

Anschutz Medical Campus: Academic Office 1, Room 1503

Downtown Denver Campus: Lawrence Street Center Suite 1250

TITLE PAGE

AUTOGRAPHED LETTERS OF MARCUS WHITMAN

FROM THE OREGON COUNTRY IN 1846

by

JANE SARAH DOE

B.S., University of Illinois, 2001

M.S., University of California, Berkeley, 2007

A thesis submitted to the
Faculty of the Graduate School of the
University of Colorado in partial fulfillment
of the requirements for the degree of
Doctor of Philosophy
Pharmacology Program

2013

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JANE DOE

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**APPROVAL PAGE FOR MASTER'S
STUDENTS**

This thesis for the Master of Science degree by

Jane Sarah Doe

has been approved for the

College of Nursing

by

Thomas B. Jones, Chair

Evelyn C. Smith

Richard Johnson

Date _____

**APPROVAL PAGE FOR PhD STUDENTS -
Advisor IS a Member of the Committee**

This thesis for the Doctor of Philosophy degree by

Jane Sarah Doe

has been approved for the

Human Medical Genetics Program

by

Thomas B. Jones, Chair

Evelyn C. Smith, Advisor

Richard Johnson

Anna Harrison

Sandra Morris

Date _____

**APPROVAL PAGE FOR PhD STUDENTS -
Advisor IS NOT a Member of the Committee**

This thesis for the Doctor of Philosophy degree by

Jane Sarah Doe

has been approved for the

Immunology Program

by

Thomas B. Jones, Chair

Evelyn C. Smith

Richard Johnson

Anna Harrison

Sandra Morris

Marshal Brown, Advisor

Date _____

ABSTRACT PAGE

Doe, Sarah Jane (Ph.D., Pharmacology)

The Study of Cells and their Development at the Health Sciences Center

Thesis directed by Associate Professor Thomas B. Jones.

ABSTRACT

Place the word “abstract” centered just above the beginning of the abstract text which will be presented in a paragraph style and double spaced. The page number notation begins at the top of the signature page if placed on all pages or on the second page of the abstract if placed only on "minor" pages. The body should not exceed **350 words**. The following approval must be typed at the end of the abstract exactly as it appears below. Signatures have been removed from the thesis, so just type the advisor’s name for the approval. Omit any degree listing after their name.

The form and content of this abstract are approved. I recommend its publication.

Approved: [Type the advisor’s name here, no degree]

DEDICATION OR ACKNOWLEDGEMENT PAGE

ACKNOWLEDGEMENTS

This is the page where you would take the time to acknowledge people that have had an impact on your education or the development of this thesis. You might recognize your committee, family, friends, or a funding source. The narrative is typed in paragraph style and double-spaced. It can be as long as you want/need it to be.

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TABLE OF CONTENTS

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LIST OF TABLES

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TEXT PAGES - INSTRUCTIONS AND EXAMPLES

CHAPTER I

INTRODUCTION

The next two pages provide an example of thesis text. Only chapters begin on a new page within the text. The word CHAPTER and its Roman numeral are centered. If you choose, you can drop the chapter name down from the top edge of the page. You do not have to have CHAPTER I one inch from the top margin. Sometimes it is helpful for readers to distinguish the beginning of each chapter if it is dropped down further than the one-inch margin. If you choose to have a larger top margin, you should be consistent with a larger top margin at the top of the first page of each of the following divisions: Dedication, Acknowledgements, Table of Contents, and each chapter.

These pages provide examples of paragraph indents, headings, footnote format and placement, and single-spaced block quotations. You do not have to follow the style shown here as long as the style used is consistent and appropriate. However, you must divide your thesis into chapters.

Quotations of 40 words or more are indented from the left margin and single-spaced. The first line of each paragraph is also indented uniformly throughout the thesis (5 to 8 spaces). The following passage is an example of one style for a single-spaced long quotation:

The public seems periodically to express a desire for some new film genre. Whether this behavior can be explained is probably a moot point. What this does mean is that some groups of people are dissatisfied with the films available at their local theaters. (Moore, 1981)

The text continues after the block quotation, with a double-space between the quotation and the continuing text.

Centered Headings¹

The text on this page provides an example of three levels of headings. Additionally, this heading provides an example of a footnote (see above and below). A line separates the footnote from the text at the bottom of the page. The footnote must match the font style and size of the text, as well as conform to the established margins.

Some theses require only one heading level; others may use up to four or more. You may choose any style (boldface, caps, underlined, numbered) as long as you apply the style consistently throughout the thesis. Heading styles are discussed on page 10 and 11 of this Manual. Unless your program has a specific style that they recommend, we have recommended a style for you to utilize in your thesis. It is outlined on page 11. The headings represented in this example chapter show that I chose to use the recommended style, but deleted level 3 and 4 and only utilized the formats for levels 1, 2, and 5 from the recommendation. The centered heading above would be an

¹This is a sample format for a footnote. Footnotes must also conform to established margins, font style and size. If you have previously published an entire chapter of your thesis, it is a good idea to footnote the chapter name and then list the citation information in the footnote.

example of a level 1 heading.

Side Headings

This side heading would be an example of a level 2 heading. If used with centered headings, side headings follow a similar style. Consistency in the spacing above and below headings must also be consistent at a particular level and across chapters.

Paragraph headings. This is representative of a level 3 paragraph heading. The heading is placed at the beginning of a paragraph, underlined, and ends with a period. Paragraph headings are usually reserved for lower-level headings; either level 3 or level 4 headings.

Table 1: Thesis Submission Deadlines and Timetable

When to do	What to do
At the end of the semester before you plan to graduate	Check the Graduate School website regarding thesis defense deadlines, paperwork, thesis submission requirements
At least a month before thesis defense	Schedule thesis defense and notify Graduate School (at least 2 weeks' notice)
At least a month before thesis defense	Schedule mandatory thesis precheck. See page 5 for further information.
By published deadline for that graduation cycle (generally 4 weeks before graduation) or 60 days after defense, whichever is applicable	Submit final thesis to Graduate School for final approval Also, see information on Electronic Theses and Dissertations website

Tables may be margin to margin, have lines or no lines, be short or extend over many pages. The table number and name appear above the table. Long table names may be single-spaced or double-spaced as long as consistency is maintained. Tables must be incorporated within the text. Do not break the table across pages unless necessary. If the table doesn't fit on a page, place it at the top of the next page. Additional information regarding tables can be found on pages 13 and 14.

Figures can be alone on a page regardless of their size. Figure captions are usually at the bottom of the figure and are single-spaced. Additional information regarding figures can be found on pages 14 and 15. See the example below.

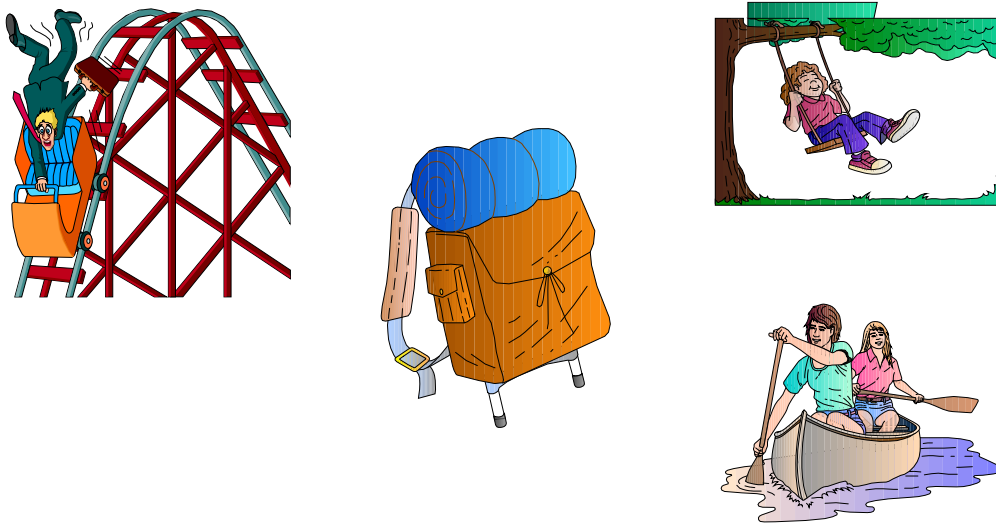


Figure 1: Life after graduate school.

REFERENCES

REFERENCES

Josephine Moore, "American Films in the 1980s and Beyond," *Journal of the Association of American Filmgoers*, 14(1981), 42.

Above is an example of a reference. References are double-spaced between, single-spaced within. See page 16, 21 and 22 for additional information.

**THESIS/DISSERTATION CHECKLIST
FOR SUBMISSION TO THE GRADUATE SCHOOL**

- _____ Signed Statement of Approval of Thesis
- _____ Title page (see example)
- _____ Approval page (see example)
- _____ Abstract (350 words maximum) (see example)
- _____ Specified order and arrangement of sections
- _____ Required type size and style (10 to 12 point)
- _____ Required margins (left - 1.5", all others 1.0")
- _____ Correct page numbering placement, font size and style
- _____ Correct spacing of text, references, quotes
- _____ Consistent heading/subheading style
- _____ Consistent reference or bibliography style

ELECTRONIC SUBMISSION

PLUS:

Master's Candidates

- _____ Submit thesis to the Graduate School – instructions on the [Electronic Theses and Dissertation website](#)
- _____ signed [Statement of Approval of the Thesis](#) form, with original signatures of all committee members

Doctoral Candidates

- _____ Submit thesis to the Graduate School – instructions on the [Electronic Theses and Dissertations website](#)
- _____ signed [Statement of Approval of the Thesis](#) form, with original signatures for all committee members
- _____ [Survey of Earned Doctorates](#) certificate
- _____ Any other required documents – outlined on the [CU-Anschutz](#) or [CU-Denver](#) Electronic Theses and Dissertations submission websites