

**GUIDELINES**

**FOR THESIS/DISSERTATION/PROJECT**

**PREPARATION**



**The Graduate School**

**5775 Stodder Hall**

Revised

November 2016

## GUIDELINES FOR THESIS/DISSERTATION/PROJECT PREPARATION

The Graduate School

The University of Maine

November 2016

The policies, format and style requirements in this manual reflect The University of Maine's standards for scholarship and quality of work. It is the student's responsibility to follow and meet the requirements when writing a dissertation, thesis, or master project. **Whenever there is reference to the word "thesis", we are also referring to a dissertation, and/or a master project.** The guidelines are reviewed and updated periodically to reflect the dynamic nature of scholarship. **Students should not follow the format of a previously written thesis, nor should they rely on a former version of this manual.** If clarifications are needed, students should consult with the Graduate School. Manuscripts that do not fully comply with the guidelines will not be accepted.

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## **CHAPTER 1**

### **INTRODUCTION**

A thesis is the culmination of a graduate student's career, and it represents original scholarly research and writing. It is a contribution to knowledge and will be available to other scholars through the Fogler Library and ProQuest. Its content and style reflect on the author, the faculty members who have guided the research, and The University of Maine. Hence, the guidelines of the Graduate School have been developed to ensure high, professional, and ethical standards for research writing at The University of Maine. The manuscript author is responsible for meeting the Graduate School requirements set forth in this manual. To avoid delays or disappointment, students should contact the Graduate School early in the writing process to be sure they understand all requirements.

#### **1.1. The Thesis Committee**

The thesis will be reviewed by the thesis committee for content and research accuracy. The role of the thesis committee is to guide the student through the research and writing process by providing suggestions and feedback as to the contents, direction, timeline, style, citations, and other aspects of the research. The thesis draft submitted to the Graduate School should be a product of this negotiation between student and committee. Even though the committee's recommendations may have significant impact on the thesis' final form, it is the student who is ultimately responsible for the content and style of the thesis.

Master's thesis committees are comprised of at least three graduate faculty members; doctoral dissertation committees are comprised of at least five graduate faculty members. Graduate faculty are appointed by the Graduate School upon the recommendation of the appropriate department. The University of Maine does not use the term "reader" for any member

of the committee; each committee member is a full, voting member. A student wishing to recognize someone as a “reader” can do so in the Acknowledgements.

### **1.2. The Graduate School Thesis Consultants**

The Graduate School will review the thesis for correct format and consistency. The Graduate School should receive the tentative manuscript of the thesis 5 or more business days before the defense. A Graduate School consultant will check the draft to be sure that it adheres strictly to the requirements set forth in this manual. The student will be notified via email that the thesis has been reviewed. A checklist of required revisions will be provided. If students have questions about the revisions, they should contact a Graduate School consultant. **It is the student’s responsibility to make all of the changes indicated on the checklist provided before submitting the final copy.** The final copy of the thesis will also be reviewed to ensure that all required components, forms, and dissertation fees have been received.

### **1.3. Legal and Ethical Issues and Regulations Regarding Research Methods**

Complying with the various federal and state regulations regarding research methods and ethics is a joint responsibility of the student researcher, the thesis advisor, and The University of Maine. **Prior to** initiating a research project involving **human subjects, animal care, radiation, recombinant DNA, legend drugs and/or hazardous materials/wastes**, the writer must receive clearance from the respective authorities. Evidence of such approval must be noted on the student’s Final Thesis Acceptance Form or the Graduate School will not accept the final thesis. The full text of the respective policies and regulations and any additional information can be obtained from the Office of Research and Sponsored Programs. All graduate students in a master’s or doctoral program performing research must receive one credit of Responsible Conduct of Research (RCR) training.



Please review the Policies and Regulations on the Graduate School website ([umaine.edu/graduate](http://umaine.edu/graduate)) for additional information.

### **1.3.1. Copyright**

Although the Graduate School does not require theses to be copyrighted, students should be concerned about copyright law both in using the work of others and in protecting their own work. Information about the various issues surrounding copyrights can be found in Kenneth D. Crew's *Copyright and Your Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities*. A regularly updated version of the text can be found on-line at:

[http://media2.proquest.com/documents/UMI\\_CopyrightGuide.pdf](http://media2.proquest.com/documents/UMI_CopyrightGuide.pdf).

Doctoral dissertations submitted to ProQuest Information and Learning (PQIL) for digitizing have the potential to become “commercial” publications; hence, PQIL looks for copyright compliance when it accepts manuscripts. Note: If there is a delay in receiving a copyright approval, the student can still submit the manuscript and graduate on time.

The use of copyrighted materials can be mentioned in the Acknowledgments page. Any copyright permission letters related to the manuscript should be included in an appendix.

#### **1.3.1.1. Obtaining Copyright for One's Own Thesis**

Students have full rights as authors from the moment they create their work; hence, they can acknowledge their privileges by including a copyright notice in their manuscripts even if they have not filed for registration. Still, obtaining formal copyright protection may have the following advantages. First, it will allow the student to file an infringement lawsuit and claim “statutory damages” and attorneys’ fees if someone copies the work beyond “fair use.” Eventually, it may also allow the work to be added to the Library of Congress Collection.

Students, whose research has been externally funded, should review the terms of that support to see if they are allowed to claim ownership of the results of the research. If manuscripts are written in collaboration with other authors and/or published in any form, they may be subject to copyright regulations. In these cases, the text of the copyright notice included in the thesis should meet the policies outlined in the funding or publishing agreement.

Doctoral candidates can authorize PQIL to act as their agent with the Library of Congress Copyright Office. For a fee, PQIL will prepare the application in the student's name, submit the application fee, and deposit the required copy(ies) of the manuscript. The Doctoral Dissertation Agreement form in the PQIL *booklet Publishing Your Dissertation: How to Prepare Your Manuscript for Publication* has a section that describes PQIL's and the student's rights with regard to distribution of the student's work.

#### **1.3.1.2. Using Copyrighted Materials**

For additional information regarding the use of copyrighted materials please visit the U.S. Copyright Office website at <http://www.copyright.gov>.

#### **1.3.2. Thesis Containing a Patentable Discovery**

Upon the student's request, a thesis containing a patentable discovery can be held by the Graduate School before being bound or published. The student must submit to the Graduate School a written request co-signed by the thesis advisor stating that a patent application has been filed. The request will be sent to the Vice President of Innovation and Economic Development and, if approved, will be held from publication in the Graduate School for the specified time. Having the thesis on hold at the Graduate School for this reason does not prevent the student from graduating on time.

### **1.3.3. Electronic Doctoral Dissertations**

The University of Maine maintains a liaison with ProQuest Information and Learning (PQIL) to make knowledge acquired through doctoral research available to the public. PQIL publishes the Dissertation Abstracts International journal and other publications, and makes digital copies of dissertations publicly accessible.

Dissertations may be purchased by the public and authors receive a 10% royalty on ALL sales excluding purchases of their own dissertation. Signing the PQIL agreement which allows the company to make and distribute copies of the work in no way interferes with the student's rights as the author.

For questions about the process, PQIL can be contacted at 789 East Eisenhower Parkway, Ann Arbor, MI 48108-3218; 1-800-521-0600 (U.S. and Canada), [disspub@il.proquest.com](mailto:disspub@il.proquest.com), [www.proquest.com](http://www.proquest.com).

### **1.3.4. Resources on Campus**

The UMaine online Graduate Catalog <http://gradcatalog.umaine.edu/> describes various research resources available on campus or affiliated with the University. For other services available on campus please visit <http://umaine.edu/directory/>.

### **1.4. Style Manuals for Thesis Format**

Upon the recommendation of their committee, students may follow the style manual of a leading journal or of a professional association for the use of field-specific terminology, formulas, signs, and other features of the text, as well as formats for documenting sources. Format requirements of the graduate school must be satisfied first, even if they depart from the style manual that has been adopted. Papers which have been published in a journal or other publication and are being included in the thesis must be re-formatted to adhere to these guidelines.

### **1.5. Thesis in a Foreign Language**

Upon the recommendation of their advisory committee, only students in a graduate program related to the study of a foreign language, such as the MA program in French, can write a thesis in a foreign language. The title page of such a manuscript must be in English, with the exception of the title of the thesis which should appear first in the foreign language, followed by the English translation on a line of its own. The full text and titles of the Table of Contents, Abstract, and the Biography of the Author must be provided in both languages first in the foreign language, followed by the English version. The texts should appear continuously on the respective pages, (i.e., the two versions of the Table of Contents, Abstract, and the Biography of the Author should not be separated by a page break).

### **1.6. Master Projects**

The Graduate School requires that students in the Interdisciplinary Studies program submit a copy of their Master Project to be held in the Graduate School. Students in professional programs that wish to have their project held in the library must submit a second copy that adheres to the guidelines outlined within. However, if the project is unique in structure, a copy of the Title Page, Abstract, Table of Contents, and Biography of the Author with an explanation of where the project is being held may be submitted. Questions relating to project submission should be directed to the Graduate School.

### **1.7. Deadlines**

Checklist packets for students who are preparing to graduate can be found on the Graduate School's website at <https://umaine.edu/graduate/current-students/graduation/>. These checklists indicate final dates to:

- apply for graduation
- schedule an oral defense (2 weeks prior to the defense)

- submit the tentative thesis for review by the Graduate School
- submit the final thesis to the Graduate School
- graduation date/Commencement

The checklists also include program and Graduate School requirements and ETD submission information, as well as additional requirements for doctoral students.

## **1.8. Forms**

As students approach graduation, certain forms with approval signatures are required to facilitate the graduation process. With the exception of the application for graduation (see 1.8.1.), the remaining forms can be found at <https://umaine.edu/graduate/current-students/graduation/>.

### **1.8.1. The Application for Graduation**

The application for graduation indicates that the student plans to graduate in May, August, or December of a given year and must be submitted electronically on MaineStreet. After logging into MaineStreet navigate to: *Student Self-Service > Student Center. Then choose “Apply for Graduation” from the “other academic...” drop-down menu.* No student (thesis or non-thesis) will be allowed to graduate without completing the application for graduation. The deadlines for each semester are:

- May – March 15
- August – July 15
- December – November 15

### **1.8.2. The Tentative Thesis Acceptance Form**

This form indicates that the thesis is ready to be defended. It is submitted along with the thesis, at least 5 business days before the thesis defense. The form must be signed by the Chair(s) of the committee on behalf of the committee members and submitted via email to the Graduate School. The email **must** include the following statement:

“Acting on behalf of the Committee members, I certify that they have read the tentative manuscript and agree that it is sufficiently complete for the student to undertake the final oral examination.”

#### **1.8.3. The Final Thesis Acceptance Form**

This form must be signed by the advisory committee **and the Graduate Coordinator** of the program approving the final version and **must** accompany the final thesis submitted to the Graduate School.

#### **1.8.4. The Completion of Requirements Form**

This form must be **completed and signed by the Graduate Coordinator** and should indicate that the student has met all of the requirements for the degree. A student's diploma and final transcript will not be issued without this form.

#### **1.8.5. The Survey of Earned Doctorates**

The University of Maine is a participant in this national survey each year and requests that all doctoral candidates submit this form which can be found at:

<https://umaine.edu/graduate/current-students/graduation/> under “Survey of Earned Doctorates”.

#### **1.8.6. The PQIL Doctoral Dissertation Agreement Form**

All candidates for doctoral degrees must complete the Doctoral Dissertation Publishing Agreement form and return it with the appropriate fee to the Graduate School. This form authorizes ProQuest Information and Learning (PQIL) to create an electronic version of the thesis; distribute it through the Dissertation Abstracts International journal; and make it available to the public. The PQIL form can be found at: <https://umaine.edu/graduate/current-students/graduation/> under “[ProQuest Dissertation Publishing](#)”.

## **1.9. Thesis Submission**

Both the tentative and final copies of the thesis must be complete and include all parts of the manuscript, as indicated above, at the time of submission.

### **1.9.1. Tentative Thesis Submission**

The TENTATIVE copy of the thesis must be submitted as a PDF document to the Graduate School via email prior to the oral defense. Students should allow 7 business days for its review. While it is expected that after the oral defense there may be changes made to the thesis, the tentative manuscript should represent the completed product of the student's research, ready for final submission.

### **1.9.2. Final Thesis Submission**

The FINAL copy of the thesis will also be reviewed by the Graduate School. It will be checked to ensure that all required components, forms, and dissertation fees are included. The manuscript must be submitted via email in PDF format. Students should check with their committee about departmental requisites as they vary in numbers of copies needed for committee members. The Graduate School requires a single electronic copy of the "final" or "original" thesis. The electronic copy which fully meets the format requisites specified in these guidelines will be kept in DigitalCommons (<http://digitalcommons.library.umaine.edu>) and serve as the official institution copy. Instructions on the process of uploading a thesis are available at [http://www.library.umaine.edu/speccoll/theses\\_instructions.htm](http://www.library.umaine.edu/speccoll/theses_instructions.htm). Electronic access will be granted jointly with the advisor by use of the Final Thesis Acceptance Form and the student during the upload process.

### **1.10. Electronic Thesis**

The University of Maine Electronic Theses and Dissertations (ETD) project is a joint effort of the Fogler Library and the Graduate School. The goals of the project are “to improve graduate education, increase sharing of knowledge, help universities build their information infrastructure, and extend the value of digital libraries”. These goals are in line with the objectives of the Networked Digital Library of Theses and Dissertations (NDLTD), at <http://www.ndltd.org/>, a national initiative of which The University of Maine is a member. The ultimate goal of the NDLTD project is the creation of a freely accessible, international digital library and database of theses and dissertations.

The student benefits from electronic publications when other researchers in the field are able to use and cite text from the thesis. Another important advantage of the ETD project is that theses with hypertext or software applications will be more easily stored, retrieved, and used. As more universities participate in the NDLTD initiative, students will be able to access, free of charge, the research of others in their field.

### **1.11. Archived Materials**

At present, electronic copies of the most recent theses are available at Fogler Library through the DigitalCommons@UMaine at <http://digitalcommons.library.umaine.edu/>. ProQuest Information and Learning (PQIL) also archives all doctoral dissertations electronically. Print copies of theses submitted before December 2016 are archived within the Special Collections department in the Fogler Library.



## CHAPTER 2

### PARTS OF THE MANUSCRIPT

#### 2.1. Order of the Manuscript

The following is a list of the required parts of the thesis in the order in which they should appear in the manuscript. See “**Appendix A**” for samples on content and appearance requirements.

- Title Page
- Copyright Notice (optional)
- Abstract
- Dedication/Preface (optional)
- Acknowledgments (optional)
- Table of Contents
- List of Tables (if any)
- List of Figures (if any)
- List of Abbreviations, Plates, Equations, Theorems, Symbols, Definitions etc. (if any)
- Text of the Manuscript
- Endnotes (if any)
- Bibliography (or References, or Works Cited)
- Appendix or Appendices (if any)
- Biography of the Author

##### 2.1.1. Title Page

The Title Page is the first page of the manuscript. It is considered page “i”, but the number does **not** appear on the page.

The following should be CENTERED included on the title page:

- Title of thesis in ALL CAPS, **bold**, and inverted pyramid format
- The student’s full name as it appears in University records
- Previous degree(s) earned
- A statement of fulfilling requirements for the degree sought
- Institution name: The University of Maine
- Institution name: The University of Maine
- The month and year of the student’s graduation date
- The advisory committee members (single space & left justify if necessary to keep on one page)

**Note:** The first name(s) listed is the Advisor's (or Co-Advisors') and their title(s) followed by the names and titles of the remaining committee members. Do not include degrees such as "Dr." on the title page. This page is to acknowledge committee members exclusively, "Readers" are recognized in the Acknowledgements.

### **2.1.2. Copyright Notice**

Unless the manuscript has been formally registered (copyrighted), this page is optional. If the student chooses to acknowledge his or her rights as author, a copyright notice should be placed as the sole text on a page immediately following the title page. The page is numbered but does not appear on the Table of Contents. The copyright notice is centered vertically and horizontally within the margins. Unless there are special terms under which the work has been copyrighted the text of the notice may take either of these two forms:

Copyright 2016 Student's name

**OR**

© 2016 Student's name

All Rights Reserved

### **2.1.3. Abstract**

An abstract (not paginated), which is a clearly written, concise summary of the thesis, must be included in the manuscript. It describes the problem, the procedures or methods used, and the results and conclusions of the research. Since doctoral abstracts are included in Dissertation Abstracts International, it is extremely important to write accurately. Formulas, diagrams or other illustrations are not included in the abstract.

Master's abstracts should not exceed 500 words. The maximum length for doctoral abstracts is 350 words (to comply with PQIL). The heading is not counted in the 350-word limit for

dissertation abstracts. When submitting the final thesis, two copies of the abstract are required for a Master's thesis, and three copies for a doctoral dissertation.

The heading of the abstract should be centered and include:

- Title of the thesis in ALL CAPS, **bold**, and inverted pyramid format
- The author's full name
- The name of the thesis advisor (including degree "Dr.")
- A statement that the thesis is fulfilling requirements for a degree sought in a particular department
- The month and year of the student's graduation date

#### **2.1.4. Acknowledgments**

This page is for the author to express professional and/or personal indebtedness.

Permission(s) to use previously copyrighted materials, receipt of grant funds, recognition of "readers", etc. is acknowledged on this page. Students must be consistent with the use of the third ("the author") or first person throughout. This page is optional, but if included, it is paginated (lower case Roman numerals) and listed in the Table of Contents.

#### **2.1.5. Table of Contents**

The Table of Contents is a topic outline of the manuscript. It functions as an index to the work and must fully and accurately reflect the organization of the manuscript. It is highly recommended that students using the "Automatic Table of Contents" feature in Microsoft Word wait until all final edits to all parts of the manuscript are complete. **All chapter divisions and subsections must be included in the Table of Contents (TOC) and labeled exactly as they appear in the text.** Other points:

- The Copyright Page, Abstract, and Table of Contents are **NOT** listed in the TOC.
- All chapter divisions and subsections must be listed in the TOC. Regardless of the system of headings being used for organizing the text of the manuscript (headings system or decimal system) all sub-divisions should be indented appropriately in the Table of Contents.

- One system (either headings or decimal) should be used consistently throughout the entire manuscript to define the chapter divisions and subsections.
- Each Appendix must be listed by its title and page number. If there is only one Appendix, it is listed by the name “Appendix” and its title. Therefore, an Appendix “A” should not be listed unless there is an Appendix “B”.
- Leader dots must be used to connect the chapter divisions/subsection headings to their respective page numbers. A minimum of 5 leader dots between the chapter divisions/subsections and the page numbers is required (i.e. the text of the headings should not extend into the area where the page numbers are placed).
- The Biography of the Author page is the **LAST** page of the thesis.

For information on how to have the Table of Contents within the same document as the manuscript, watch this video <http://www.youtube.com/watch?v=NGzz2ZmLrFw>.

Learn how to [align page numbers in the TOC](#).

#### **2.1.6. List of Tables, Figures, Theorems, Symbols, Abbreviations, Definitions**

A TABLE is a columnar arrangement of information organized to save space and convey relationships at a glance. A FIGURE is a graphic illustration (chart, graph, diagram, photo, map or plate). Figures may be professionally prepared or drawn by the author. In either case, they must be of letter-quality print.

The List of Tables and the List of Figures (if any) appear as individual pages. A List of Tables/Figures is necessary even if there is only one table or figure.

If the text of the manuscript contains a consistent set of theorems, symbols, abbreviations or definitions, those should be listed in a List of Theorems, Symbols, Abbreviations, or Definitions respectively. These lists are included in the Table of Contents.

All words on tables/figures must be typed (not hand written.) The only exception to this rule would be if the original author has hand written notes in a figure/table that has been scanned

and included in the student's thesis. Computer-generated figures are acceptable if they are of letter-quality print and large enough to be read electronically. Other points:

- Tables/figures must be numbered and titled. Further explanatory information provided in a caption that is not part of the title should not appear on the List of Tables/Figures. The title, caption, and key (if used to assist in interpreting the figure), should be placed on the same page as the table/figure. If this is not possible, a facing page is used.
- The tables/figures are numbered separately from each other. Each group is numbered consecutively throughout the entire manuscript or by chapter using a decimal numbering system (e.g., the third table in chapter two will be Table 2.3., the third figure in chapter two will be Figure 2.3.). The same system should be used for numbering figures AND tables.
- All tables/figures must fit into the required page margins. (Exception: see guidelines for including oversized tables/figures).
- The title and caption of the table/figure are part of the text and must be the same font size and style of the manuscript. It is acceptable for the font **within** the table/figure to be as small as 9 point.
- Tables/figures must be placed in the text as they are mentioned. If the Table/Figure is larger than one-half of the page it must be placed on a page of its own.
- Appendix tables/figures must be numbered separately (e.g., the third table in Appendix A would be numbered Table A.3.) and must be included in the List of Tables.
- If using photographs they must be originals or high-quality reproductions. All photographs must have captions.

#### **2.1.7. Text of the Manuscript**

Since a thesis is usually of considerable length, a uniform organizational scheme should be applied to the whole text so that a reader can tell at a glance what is of greater importance.

Breaking the text into too many small parts should be avoided.

The text may be divided into chapters, parts, or other types of sections and the principles of division must be consistent throughout. Two popular arrangement schemes are the headings system and the decimal system.

### **2.1.8. Bibliography**

The full publication information of all sources cited in the manuscript should be provided in a Bibliography following the text and preceding the Appendix(ces) or Biography of the Author. The layout as well as the title of the Bibliography (Works Cited, References) depends on the style manual that is being followed. If the thesis has been compiled from a series of articles, the references must still be combined into a single, comprehensive Bibliography.

Students may choose to include references at the end of each chapter, however they are considered part of the text, therefore they need to be formatted as such and cannot replace the comprehensive Bibliography.

### **2.1.9 Appendices**

The appendices contain material that is pertinent to the text, but not directly included (raw data, questionnaires, consent forms, etc.). If there is only one appendix, it is called "APPENDIX" (not Appendix A) and is given a title. If there are two or more appendices, each is labeled "A", "B", "C" etc., given a title, and entered on a new page. The titles of the appendices are listed in the Table of Contents. NOTE: If the data in your appendix(ces) goes on for many pages, it is acceptable to copy the data on a CD to be placed in a pocket on the inside of the back cover. In such a case, the appendix is listed on the Table of Contents by title with leader dots followed by the word POCKET instead of the page number (see Appendix A sample).

Pagination from the text must continue throughout the appendices. If display pages are used, they are counted in the pagination. The margins and font size used in the appendices should be the same as in the text. A reduced copy of material may be included in an appendix; however, the title and caption of such material must be the same font size and style as the manuscript.

#### **2.1.10. Biography of the Author**

A biography of the candidate must be included in the thesis. It must be written in the third person and include the following information: place of birth, place of high school graduation, place and date of college graduation with degree(s) and major(s), professional or employment experience, scholarly publications, and memberships in professional or honorary societies. The last sentence must state, "S/He is a candidate for the <<DEGREE TYPE>> degree in <<FIELD OF STUDY>> from The University of Maine in <<Month>> <<Year>>."

## CHAPTER 3

### STYLE AND FORMAT REQUIREMENTS

#### 3.1. Font Requirements

All font styles must be clear, sharp, and of uniform darkness. This requisite also applies to the page numbers and to scanned images. A sample may be sent to the Graduate School in advance for pre-approval.

The same font size and style must be used throughout the manuscript, including the page numbers and footnotes/endnotes. The font size should be between 10 and 12 point throughout the manuscript. Exception: the font size **within** a table/figure and for footnotes can be reduced to 9 point. Italic print is used for emphasis, titles, foreign languages, scientific names, quotes, and special circumstances but not to identify subsections in the manuscript or figure/table captions.

#### 3.2. Margins

Margins on each page **MUST** be at one inch on the left, right, top, and bottom of the page. All tables, figures, appendices, and other illustrative material must conform to the margin specifications.

#### 3.3. Printing Information

For those students who will need to provide printed copies of manuscripts to their committee and/or department, please find the following tips:

- If a department requires a bound copy of the thesis, it is recommended to increase the margin to a minimum of 1.5" on the left side before printing.
- When tables/figures are printed landscape, place the page number in the same location as all other page numbers in the manuscript.



- The text within the table/figure may be reduced but must be legible (9 point minimum). The title and caption font must be the same size and style as the manuscript.
- If a table/figure fits within the margins of a page, but the title and caption do not, a facing page must be used which immediately precedes the table/figure. The margins on the facing page must be reversed to account for proper binding. Facing pages are numbered consecutively within the text, as are all pages.

### 3.4. Pagination

The Title Page is counted as page “i” but the number **does not** appear on the page.

Excluding the Abstract, all other pages of the thesis are numbered including display (optional) pages.

The preliminary pages, starting with the Copyright Notice (if included), are marked by lower case Roman numerals (ii, iii, iv, v, vi etc.). Beginning with the first page of the text, all pages including the appendices, are numbered consecutively with Arabic numerals (1, 2, 3, 4 etc.). The following table displays proper pagination of all parts of the thesis and which pages should be listed on the Table of Contents (TOC).

**Table 3.1 Pagination Example**

Preliminary Pages	Page Numbers	Page is Counted	Number on Page	Listed on TOC
Title Page	(i)	✓		
Copyright Notice (Optional)	ii	✓	✓	
Abstract	(not paginated)			
Dedication/Preface (Optional)	lower case Roman numerals	✓	✓	✓
Acknowledgments (Optional)	lower case Roman numerals	✓	✓	✓
Table of Contents	lower case Roman numerals	✓	✓	
List of Tables (If any)	lower case Roman numerals	✓	✓	✓
List of Figures (If any)	lower case Roman numerals	✓	✓	✓

**Table 3.1 continued**

Body Pages	Page Numbers	Page is counted	Number on Page	Listed on TOC
Text of Manuscript	Arabic numerals	✓	✓	All headings & subheadings
Endnotes (If any)	Arabic numerals	✓	✓	✓
Bibliography / References	Arabic numerals	✓	✓	✓
Appendix(ces)	Arabic numerals	✓	✓	✓
Biography of the Author (last page)	Arabic numerals	✓	✓	✓

Page numbers appear either on the **top right** or **bottom center** of the page. Page numbers need not fall within the required margins of the text, yet they must not appear closer than half an inch from the top and one inch from the right, or half an inch from the bottom edge of the page. The location and the font style of the page numbers must be consistent throughout the manuscript.

### **3.5. Spacing**

The text of the thesis must be double-spaced. Depending on the style manual followed, spacing may vary for footnotes, endnotes, and appendix material. The Bibliography is single spaced within the citation and double-spaced between citations.

### **3.6. Widows/Orphans**

Paragraphs composed of 3 lines or fewer must be kept together on the same page. This rule also applies to references listed in the Bibliography and titles included in the Table of Contents. The first or last lines of a paragraph or a block of text must not appear alone on the bottom (orphans) or top of a page (widows). Students are advised to use “Widow/Orphan control” or the “Keep Text Together” feature available in most word processors.

Chapter divisions and subsections appearing at the bottom of the page must be followed by text must or moved to the next page.

### 3.7. Documenting Sources

Certain disciplines may prefer a specific citation style. As the Graduate School does not prescribe any particular method for documenting sources, it is advised that students follow the guidelines of the style manual recommended by their department. If the thesis is created from a series of articles, these must be combined under a uniform style for documenting sources. The manuscript must also include a single, comprehensive Bibliography.

#### 3.7.1. Formats for In-text and Bibliography Citation

All sources mentioned or used in the manuscript should be documented fully. This is achieved by including references in the text, and then providing full information of the source in the Bibliography.

**Table 3.2. Citation Resources**

	In-text Citation	Bibliography
<b>MLA</b>	a combination of signal phrases and parenthetical references  According to Smith (45). . .	called <b>Works Cited</b>  an alphabetical list of all sources cited in the text
<b>APA</b>	parenthetical references (author date)  (Smith, 1996)	called <b>References</b>  an alphabetical list of all sources cited in the text
<b>Chicago</b>	footnotes/endnotes with complete publication information	called <b>Bibliography</b>  an alphabetical list of all the works cited or consulted
<b>CBE</b>	a number system: sources are given a number in the text  Smith <sup>7</sup> confirms that. . .	called <b>References</b> or <b>Cited References</b>  a list of sources numbered and arranged in the order in which they were cited in the text

### 3.7.2. Citing Internet Sources

Internet sources such as websites, reference works, e-books, e-poems, government documents, news articles, newsgroups, etc., should be fully documented. The Fogler library maintains a virtual reference desk that provides links to style guides and information about citing electronic resources. The service is available on the library's web page:

<http://www.library.umaine.edu/virtualref/citations.htm>.

**Table 3.3. On-line Citation Resources**

Style	Additional resources for citing on-line sources
<b>MLA:</b> English and other humanities	< <a href="http://www.mla.org">http://www.mla.org</a> >  You can also follow the Columbia Online Style developed by Janice Walker for the Alliance for Computers and Writing < <a href="http://www.cas.usf.edu/english/walker/mla.html">http://www.cas.usf.edu/english/walker/mla.html</a> >.
<b>APA:</b> The social sciences	< <a href="http://www.uvm.edu/~ncrane/estyles/apa.html">http://www.uvm.edu/~ncrane/estyles/apa.html</a> >
<b>Chicago:</b> History	The Chicago Manual of Style does not include guidelines for documenting on-line sources. The University of Chicago Press recommends following the system developed by Andrew Harnack and Eugene Kleppinger in <i>Online! A Reference Guide to Using Internet Sources</i> , 1998 ed. (New York: St. Martin=s, 1998).  You can also see Diana Hacker=s <i>Research and Documentation in the Electronic Age</i> , available online at < <a href="http://www.bedfordstmartins.com/hacker/resdoc">http://www.bedfordstmartins.com/hacker/resdoc</a> >
<b>CBE:</b> Biology and other sciences	For a quick overview of CBE=s guidelines for citing Internet sources, see < <a href="http://library.morningside.edu/scistyle.htm">http://library.morningside.edu/scistyle.htm</a> >  See Diana Hacker=s <i>Research and Documentation in the Electronic Age</i> , available on-line at < <a href="http://www.bedfordstmartins.com/hacker/resdoc">http://www.bedfordstmartins.com/hacker/resdoc</a> >

### **3.7.3. Footnotes and Endnotes**

All sources mentioned in the notes should be fully documented in the Bibliography.

#### **ENDNOTES CANNOT REPLACE A BIBLIOGRAPHY.**

Footnotes appear at the bottom of the page or at the end of a chapter; endnotes appear on a separate page at the end of the text before the Bibliography. The notes are numbered consecutively throughout the text by a raised Arabic numeral (e.g. 12) which corresponds to the number of the note at the bottom of the page or at the end of the text.

The font size of the footnotes and endnotes must NOT be smaller than 10 points to allow for proper microfilming. Apart from that, the content and layout of the notes depends on the style manual that is being followed.

### **3.8. Thesis Compiled from Two or More Articles**

A manuscript that is compiled from two or more articles previously written by the student for publication or presentation must be reformatted to conform to the Graduate School's Thesis Guidelines. Such a thesis should have one comprehensive abstract and one comprehensive Bibliography. The separate articles should be reorganized as chapters and listed in an overall Table of Contents.

The individual abstracts of the articles, if included, are listed in the Table of Contents as chapter subsections titled "chapter abstract" or "chapter summary." The List of Tables/Figures should cover all tables/figures in the manuscript. The tables/figures should be titled and numbered continuously and in a uniform style. The font style and the text organization style of the combined manuscript should be consistent throughout.

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## **APPENDIX: FORMAT CHECKLIST**

- ☐ Does the TITLE PAGE appear exactly like the samples provided?
- ☐ Does the TITLE of the manuscript appear the same, word for word, on the Title page, the Abstract and the PQIL form? Is the STYLE of the HEADINGS of all parts of the manuscript the same?
- ☐ Does the ABSTRACT meet the requirements for length (500 words for Master's and 350 words for doctoral manuscripts)?
- ☐ Is the PAGINATION of the preliminary pages in lower case Roman numerals, and that of the text in Arabic numerals? Have the pages of the Abstract been paginated by mistake? Are the Bibliography and the Appendices included in the continuous pagination of the text as required?
- ☐ Do the MARGINS on all pages meet the required sizes: 1" on the left, right, top and bottom?
- ☐ Are the TABLES and FIGURES numbered, titled and captioned consistently throughout the manuscript? Are they displayed in the text as they are mentioned and not left behind at the end of the text? Are the appendix tables and figures numbered separately and listed in the List of Tables/Figures?
- ☐ Does the TABLE OF CONTENTS display the headings and subheadings and their respective page numbers exactly as they appear in the text? Does it reflect fully and accurately the organization of the text? Are there at least 5 leader dots left between the headings and the page numbers?
- ☐ Are the APPENDICES titled and listed in the Table of Contents?
- ☐ Does the BIBLIOGRAPHY include all sources used in the manuscript? Are the entries listed in a uniform style?
- ☐ Is the PRINT QUALITY of the whole manuscript letter-quality?
- ☐ Is the text on all paragraphs kept together so that no single lines (widows or orphans) are left alone at the top or bottom of the page?