



UNIVERSITY OF CENTRAL FLORIDA  
COLLEGE OF GRADUATE STUDIES

## THESIS AND DISSERTATION MANUAL 2009-2010

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## **PREFACE**

UCF's Thesis and Dissertation Manual is to be used as a guide for the preparation, submission and acceptance of electronic master's theses and doctoral dissertations (ETDs). Although this manual sets the requirements for proper document format, it is not the sole source of information on thesis and dissertation requirements and resources. Students should access the College of Graduate Studies [ETD Gateway](#) for information about [Policies](#), [Deadlines](#), [Processes](#), [Formatting Resources](#), [Workshops and Campus Resources](#), [Copyright](#), [Binding Vendors](#), and a [Final Semester Checklist](#).

## INTRODUCTION

This manual sets requirements for thesis/dissertation format established by Graduate Studies at the University of Central Florida and its use ensures consistency in format and appearance for all theses/dissertations completed at the university. Preparation of the thesis/dissertation must be in accordance with instructions in this manual.

**With the exception of paragraph spacing, the preparation of this manual meets all requirements for a properly formatted thesis/dissertation.**

NOTES: While students' academic departments and advisory committees are responsible for all subject matter and content within the thesis/dissertation, formatting of the manuscript **must** be in accordance with the instructions in this manual.

The manual will be updated periodically, usually before the beginning of each semester.

### Style Manuals

**An approved style manual must be used in conjunction with this manual;** please check with your adviser/department to see which style is appropriate for use in your thesis/dissertation. Also note: While the style manual appropriate for your discipline will dictate internal formatting for reference citations, tables, figures, formulas and equations, ***UCF's Thesis and Dissertation Manual takes precedence over both style manuals and/or department or college requirements.***

In general, most students follow the most recent edition of either the [\*Publication Manual of the American Psychological Association\*](#) (APA) or the [\*Modern Language Association Handbook for Writers of Research Papers\*](#) (MLA); [UCF's bookstore](#) sells both. Again, please check with your adviser/department to see which style is appropriate for use in your thesis/dissertation.

The following departments prefer a specific style manual:

- Biology and Anthropology: Dependent upon journal to which work is submitted; check with your adviser.
- Communication, Education, Political Science, Psychology, and Sociology: *Publication Manual of the American Psychological Association* (APA)
- English: *MLA Handbook for Writers of Research Papers*
- Business: *Chicago Manual of Style*
- Engineering: IEEE, appropriate journal style, or APA, depending on department
- History: *A Manual for Writers of Term Papers, Theses, and Dissertations* (Turabian)
- Nursing: *Publication Manual of the American Psychological Association* (APA)

## **Questions**

If you have questions about thesis/dissertation format that are not answered here or in your discipline's style manual, consult your adviser and/or the Thesis and Dissertation Office. The Office may be reached at [editor@mail.ucf.edu](mailto:editor@mail.ucf.edu).

## **Responsibility for Format**

Final responsibility for the thesis/dissertation is the author's. Formatting must be consistent and correct. The university reserves the right to refuse any manuscript that does not observe format guidelines, that is not neat and legible, or that is not in suitable condition for archiving or microfilming.

## **Copyright Permissions**

Under the doctrine of "Fair Use," up to 200 words from one source may be used without permission, if full credit is given to the source in notes and references. However, use of certain proprietary information (ex: tables or figures, photographs, charts, etc.) may require written authorization by the copyright holder; check with your adviser to determine if copyright permission is necessary. If such permissions are required, the student is responsible for confirming the copyright owner and contacting him/her to obtain the necessary written releases. In the letter, be sure to precisely describe the proposed use of the copyrighted material. If necessary or appropriate, attach a copy of the quotations, diagrams, pictures, and other materials. If the proposed use is extensive, such as the general use of an archival or manuscript collection, describe it in broad terms. Your objectives are to eliminate any ambiguities and to be sure the permission encompasses the full scope of your needs.

Copies of written permissions should be scanned and included in an appendix of the thesis/dissertation. See Appendix A, [Sample Copyright Permission Letter](#), for a sample permission letter.

## MANUSCRIPT ORGANIZATION

Although thesis/dissertation formats may vary according to degree and academic discipline, UCF Graduate Studies requires that all manuscripts, regardless of organization, must meet the following criteria:

- A single abstract of the complete thesis/dissertation must appear after the document's title page. Separate abstracts for separate chapters are not acceptable
- The manuscript must have a common table of contents
- The manuscript must have a common introduction covering the entire dissertation.
- The manuscript must have a common list of tables/figures (if used). Additionally, tables and figures must be numbered in one of two ways: Either consecutively throughout the manuscript or consecutively within each chapter
- The manuscript must have a list of references section. References will either appear at the end of each chapter or at the end of the document
- Standard UCF thesis and dissertation formatting requirements must be observed throughout the entire manuscript, and **the manuscript must be internally consistent in its presentation: All chapters must be formatted the same way:**
  - Manuscript pages must use a single column: Multiple columns are not acceptable
  - Text must be double-spaced
  - Title page, frontmatter pages, page numbering, headings, subheadings, tables, figures, appendixes, etc. must be prepared according to the instructions in this manual

### Manuscript Sections

In accordance with the above requirements, all manuscripts must contain the following components, in the order listed:

- Title page
- Copyright page (optional)
- Abstract
- Dedication (optional)
- Acknowledgments (optional)
- Table of Contents
- List of Figures (if necessary)
- List of Tables (if necessary)
- List of Media/Abbreviations/Nomenclature/Acronyms (if necessary)
- Body chapters (will vary according to manuscript organization)
- Appendix (optional)
- List of References
- Index (optional)

### **Alternative Organization for Body Chapters**

Often the student's thesis/dissertation research is conducted as part of a major research grant or contract, or even as part of some collaborative research program. The faculty advisers are likely to encourage these students to report their research results as soon as possible, the result being that students may have the opportunity to publish material prior to preparing the thesis/dissertation. In such cases, pre-press, in-press or previously published materials may be incorporated into the thesis/dissertation if approved by the student's advisory committee and formatted in accordance with all requirements specified in this document. For master's students, this alternative manuscript format may include one or more full-length papers (published and/or to be published) that are joined through introductory and/or transition sections. For doctoral students, this alternative manuscript format may include two or more full-length papers (published and/or to be published) that are joined through introductory and/or transition sections.

### **General Guidelines for Alternative Organization**

Should the student's advisory committee agree on the inclusion of pre-press, in-press or previously published materials, UCF Graduate Studies requires the following:

- All articles/chapters to be included in the thesis/dissertation must have a common thread and must study a common problem: Collections of unrelated papers are not acceptable
- The inclusion of any articles that are previously published, in press, or accepted for publication requires that the student obtain permission from the copyright holder. The copyright release/permission letter(s) should be included with the thesis/dissertation in an appendix
- Co-authored material will only be considered if:
  - The thesis/dissertation advisory committee agrees that the student is primarily responsible for the article's content
  - Those portions and materials contributed by the student are identified
  - Permission is granted by the co-author(s)
  - The program or department approves the inclusion of the articles in question
- No multiple-authored theses/dissertations are acceptable
- Only articles that the student prepared while working as a UCF student will be acceptable for inclusion in the thesis/dissertation

### **Models for Manuscript Organization**

#### **Traditional Model**

When the manuscript focuses on a unified theme and unified study, students may choose the following format to organize their manuscript body chapters:

- Introduction



- Materials and Methods
- Results
- Discussion
- Conclusion
- Summary (optional)

### **Alternative Models**

When the manuscript contains pre-press, in-press or previously published articles/papers, students may choose one of the following formats to organize their manuscript body chapters. Additional models may be adopted for various formats of multiple experiment studies.

#### **(1) Independent Experiments**

General Introduction

Experiment A

Introduction

Methods and Materials

Results

Discussion A

Experiment B

Introduction

Methods and Materials

Results

Discussion B

Experiment C

Introduction

Methods and Materials

Results

Discussion C

General Discussion

The general discussion should address the interrelation of the three experiments (A, B and C) and their relation to the overall theme of the study.

#### **(2) Interdependent Experiments**

General Introduction

Introduction A

Experiment A

Methods and Materials

Results

Discussion A + Introduction to B

The discussion has a dual role: (a) to discuss the previous experiment(s) and (b) to provide the background for the next set of experiments.

#### Experiment B

Methods and Materials

Results

Discussion B + Introduction to C

#### Experiment C

Methods and Materials

Results

Discussion C

#### General Discussion

The general discussion is not an equal treatment of the previous experiment A, B and C, because the discussion after each experiment has been cumulative.

### (3) Independent-Related Experiments

A series of experiments may be independent experiments but too closely related to be treated as separate experiments.

#### General Introduction

#### Methods and Materials

Common to experiment A, B and C

Specific to experiment A

Specific to experiment B

Specific to experiment C

#### Results

Experiment A

Experiment B

Experiment C

#### Discussion

Experiment A

Experiment B

Experiment C

#### General Discussion

The general discussion should address the interrelationships among the experiments of A, B and C.

# MANUSCRIPT PREPARATION REQUIREMENTS

## **General Document Formatting Requirements**

### **Consistency**

A properly formatted manuscript must be consistent in all areas: Spacing, capitalization, punctuation, and sizing.

- If one chapter heading has been sized at 14 points, all chapter headings must be 14 points.
- Spacing between chapter headings and body text must be consistent.
- Spacing before and after all subheadings must be consistent.
- If a table heading that spans two lines is single-spaced, all table headings that span more than one line must be single-spaced.

### **Microsoft Word Styles**

For reference, the Thesis and Dissertation Office has collected a number of resources related to [Formatting the ETD](#). Students using Microsoft Word should watch these [Microsoft Word Training Videos](#) and review these [Help Files](#) in order to learn how to use styles when preparing their manuscript. Using styles within your Word document will allow you to format the document more easily, and will also allow you to generate an electronic (clickable) table of contents, list of tables and list of figures. When converting your Word document to PDF, these lists will automatically create bookmarks (electronic links in table format) that enable the reader of the electronic thesis or dissertation (ETD) to navigate through the document chapter-by-chapter or section-by-section. For questions about styles not answered by the videos or by Microsoft Word help, please contact the Thesis and Dissertation Office at [editor@mail.ucf.edu](mailto:editor@mail.ucf.edu).

### **PDFs**

All manuscripts must be submitted as a single bookmarked PDF, both for format review and final publication. Students who do not have access to the correct version of the Adobe software, need assistance in creating their PDF or bookmarks, or need help linking media files within the PDF may contact make an appointment with the ETD graduate assistant by contacting [editor@mail.ucf.edu](mailto:editor@mail.ucf.edu).

### **Bookmarks**

Bookmarks are required for all frontmatter lists within the PDF, regardless of the word processing program used to create the document. **When creating the PDF, do not print to Distiller, as this will not recognize or create any bookmarked lists. Please use either the**

**Adobe icon in the upper left corner of your toolbar, or go to *Adobe PDF>Convert to Adobe PDF*** (in Word 2002/2003). In some versions, (Word 2007), you will use the Publish to PDF option from the File menu.

- Bookmarks must list each chapter heading and at least first-level subheading within the document, including all frontmatter entries (abstract, acknowledgments, etc.).
- Headings and subheadings must appear in the bookmarks *exactly* as they do in the manuscript itself, including any numbering.

### **Multimedia File Requirements**

- If multimedia files constitute the body of the manuscript, the abstract, instead of providing an overview of the thesis/dissertation, must provide the definition, structure and organization of the ETD so readers can properly contextualize it.
- If multimedia files are used within the body of the manuscript, a List of Media must be prepared in the same way as the List of Figures or Tables and placed within the frontmatter, after the List of Figures or Tables.
- The multimedia files must be linked within the PDF. For assistance with multimedia files or linking to these files within the PDF, an appointment must be made with the ETD graduate assistant by emailing [editor@mail.ucf.edu](mailto:editor@mail.ucf.edu).
- A textual summation/description of all multimedia files must appear within the manuscript itself.

### **Hyperlinks**

If hyperlinks or other external links are used within the ETD, a textual summation/description of the link's content must be provided in the body of the manuscript so the integrity of the document will not be compromised should the link fail.

### **Acceptable File Formats**

In order to ensure consistent formatting and guarantee that ETDs can be successfully stored and archived, UCF requires the following formats as acceptable for ETD preparation and submission.

<b>Media</b>	<b>File Types</b>
Text	PDF
Still Image	GIF, JPEG, TIFF
Audio	MP3, WAV, AIFF
Video	MOV, AVI, MPEG
Database*	MDB
Spreadsheet*	XLS

\*The long-term integrity of commercial spreadsheet or database applications is not guaranteed. Authors using these formats should state in the abstract section of the thesis/dissertation that a commercial application is required to access supplementary files.

### **File Naming Conventions**

All PDFs must be named in the following manner:

- Last name\_firstname\_middleinitial\_yearandmonthofgraduation\_degreetype

For example:

- Doe\_John\_N\_200912\_MA.pdf
- Smith\_Janet\_L\_200905\_PhD.pdf

In addition to being linked within the PDF, media files must be named in the following way, indicating the media type and number:

- Doe\_John\_N\_200905\_MA\_1of2.jpeg

### **Copyright**

Because the PDF is archived and ultimately made available on the Web, written permission is needed for use and electronic publication of copyrighted text, figures, tables, and objects. Please see Appendix A, [Sample Copyright Permission Letter](#), for a sample copyright permission request. Also, it is wise to include a copyright page in all ETDs. The copyright page should appear immediately after the title page. Proper format of this page is shown in the [Copyright Page](#) section. While it is not necessary to register copyright, students may do so through the [Copyright Office](#).

### **Typeface and Size (Font)**

- Choose a standard, easy-to-read typeface such as Arial, Courier, Garamond, or Times New Roman.
- Place all body text in 12-point font
- Place chapter headings in 12- or 14-point.
- Place tables or figures too large for one page in 10-point font.
- Use italics for textual emphasis; do not use bold or underlining.

### **Text Spacing**

- Double-space all manuscript text, except for the following, which may be single-spaced:
  - Lengthy quotations (40 words or more)
  - Tables of any kind
  - Table or figure titles

- References
- Headings or subheadings that span more than one line

### **Paragraph Spacing**

- Indicate paragraph breaks in one of two ways:
  - Indent first line .5”, using the tab key or paragraph format, OR
  - Align paragraph left, with no indent, and add an extra space between paragraphs
- Text may be either left aligned (with an uneven right margin) or justified.
- The first word of a paragraph should never be the last word on a page; the last word of a paragraph should never be the first word on a page. Choose “widow/orphan control” in your word processing program to prevent this from happening.

### **Margins**

All textual material, including page numbers, tables, figures and appendixes must meet margin requirements.

- Place the left, right and bottom margins at 1” only. If personal bound copies will be printed and prepared from the PDF, the left margin may be set at 1.5” rather than 1”.
- Top margin: Choose EITHER a 1.25-1.5” top for the entire document OR use a 2” top on all new chapter pages and a 1” top otherwise.

### **Headings**

The titles of preliminary pages, chapter titles, and backmatter sections (Appendixes, Endnotes, List of References, Index) are considered chapter headings; all chapter headings must be formatted the same way.

- Begin each heading on a new page.
- Add adequate and consistent space below the heading to separate it from the text.
- Set the type size between 12 and 14 points.
- Center each heading and place it in all capitals.

### **Subheadings**

Subheadings may be set up according to the following instructions or according to your adviser’s/committee’s preferences. Note that APA style permits the use of only four levels of subheading within each chapter/section. Whichever style you choose, be sure to use the same font, size, alignment, spacing above/below, etc., for all subheadings of the same level.

- Up to five subheading levels may be used within each chapter or major section.

- Add adequate and consistent space both above and below each subheading to separate it from surrounding text (subheadings generally use two extra spaces above and one below).
- Place each subheading on the same page as its respective section: Do not list the subheading on one page and the beginning of the section on the next.
- First-level subheadings:
  - Centered, underlined, and typed in title caps (upper- and lower-case letters), OR
  - Centered with no underlining and typed in title caps.
- Second-level subheadings:
  - Centered with no underlining and typed in title caps, OR
  - Centered with no underlining, italicized, and typed in title caps.
- Third-level subheadings:
  - Aligned flush left, underlined, and typed in title caps, OR
  - Aligned flush left, italicized, and typed in title caps.
- Fourth-level subheadings:
  - Aligned flush left and typed in title caps, OR
  - Left-aligned with a tab indent, italicized and typed in lowercase.
- Fifth-level subheadings:
  - Left-aligned with a tab indent, underlined, and typed in title caps.

### **Subheading Examples**

First-level Subheading

OR

First-level Subheading

---

Second-level Subheading

OR

*Second-level Subheading*

Third-level Subheading

OR

*Third-level Subheading*

---

Fourth-level Subheading

OR

*Fourth-level subheading*

---

## Fifth-level Subheading

### **Page Numbers**

- Center all page numbers on the bottom of the page, 1” from the bottom edge of the page.
- Do not use punctuation with page numbers.
- Place frontmatter pages in lower-case Roman numerals.
- Do not list a page number on the title page; page numbering should begin on the page after—usually the copyright or abstract page.
- Place body chapters (starting with the first page of chapter 1) in Arabic numbers.

### **Numbering Your Manuscript Pages**

#### **Manuscript Pages (in order)**

#### **Page Numbering Placement**

##### Roman Numerals

Title Page	Considered page i—not numbered
Copyright Page (optional)	Considered page ii if present—Page numbering should begin here
Abstract	Considered page ii or iii—Begin numbering here if no copyright page
Dedication (optional)	Continue numbering with Roman numerals
Acknowledgments (optional)	Continue numbering with Roman numerals
Table of Contents	Continue numbering with Roman numerals
List of Figures (if necessary)	Continue numbering with Roman numerals
List of Tables (if necessary)	Continue numbering with Roman numerals
List of Media, Symbols, Abbreviations, Nomenclature, Acronyms, or Hyperlinks (if necessary)	Continue numbering with Roman numerals

##### Arabic Numbering

Introduction	Begin Arabic numbering on page 1
Body	Continue Arabic numbering
Appendixes	Continue Arabic numbering
Endnotes (if necessary)	Continue Arabic numbering
List of References	Continue Arabic numbering
Index (optional)	Continue Arabic numbering

### **Tables and Figures**

All tables and figures (photographs, charts, diagrams, graphs, maps, and other illustrative material) must follow the format of the approved style manual being used.



- Place tables and figures within the manuscript as close as possible to the parts of text they supplement, OR collect them into an appendix
  - If placing tables/figures within the manuscript, either combine them on the page with body text OR place them on a page by themselves
- Prepare a List of Figures and/or List of Tables regardless of where the tables/figures appear in the manuscript
  - Exception: If tables/figures collected in an appendix function as a series, you may issue the appendix a single title that describes the series rather than listing each table/figure separately
- Add adequate and consistent space both above and below each table/figure to set it off from body text (usually one extra double-space both above and below)
- Do not interrupt a sentence to place a table/figure: Place it at the end of a sentence
- Do not break up tables if they will fit on one page; just move them to the next page
- Refer to tables/figures by their numbers within the text (e.g., as shown in Table 7; Figure 4 contains)
- Place wide tables/figures in landscape orientation, or create a custom page size within the PDF
  - Place the table/figure number and title in the appropriate location above/below the table/figure
  - Place the page number on the bottom center of the page

## **Tables**

Tables must have a “clean” format and be consistent in size and style throughout the document.

- Place tables and table titles in the same font as body text
- Label each table as “Table,” and number them consecutively, with Arabic numbers, throughout the text and appendixes
- Issue each table both a name and descriptive title
- Place table titles at the *top* of the table
- Left-align OR center tables on the page, but choose only one method of placement
- Use horizontal lines to separate sections of a table, but limit the use of vertical lines
- Place table sources or notes immediately below the table to which they refer
- Either single- or double-space table text and table titles, depending on adviser/committee preferences
- Do not repeat table titles for multiple-page tables or use the word “continued”—simply repeat the column headings and continue the table

The following table is an example of acceptable table formatting. In general, it meets the format requirements of both APA and MLA.

Table 1

Classroom Checklist for Physical Organization (a sample table)

<u>Physical Components</u>	<u>Classrooms</u>					
	A	B	C	D	E	F
Desk Groupings for Student Interaction	5	3	3	5	3	2
Learning and Resource Centers	3	2	2	3	1	1
Flexibility of Furniture Use	3	4	3	3	2	1
Specific M/G Displays	1	1	3	2	2	2
<u>Total out of 30 points</u>	<u>12</u>	<u>10</u>	<u>11</u>	<u>13</u>	<u>8</u>	<u>6</u>

Degree of Application: 5=High; 4=Medium-High; 3=Medium; 2=Medium-Low; 1=Low

M/G=Multicultural/Global

A, B, C, D, E, and F are the classrooms of Alice, Betty, Carol, Donna, Elaine, and Fran respectively.

## **Figures**

Photographs, charts, graphs, diagrams, maps, etc. are considered figures. Figures must have a “clean” format and be consistent in size and style throughout the document.

- Label each figure as “Figure,” and number them consecutively, with Arabic numbers, throughout the text and appendixes
- Issue each figure both a name and descriptive title
- Place figure titles *below* the figure, and do not enclose them in the figure itself
  - Exception: Biology students following a journal format may place captions on the page preceding the figure, if required
- Place legends (explanatory lists of symbols on a map/chart) within the figure, if possible
- Left-align OR center figures on the page, but choose only one method of placement
- Place figure sources or notes immediately below the figure, between the figure and the figure title
- Either single- or double-space figure titles, depending on adviser/committee preferences
- Place figure titles in the same font as body text

The following sample figure is an example of acceptable figure formatting.

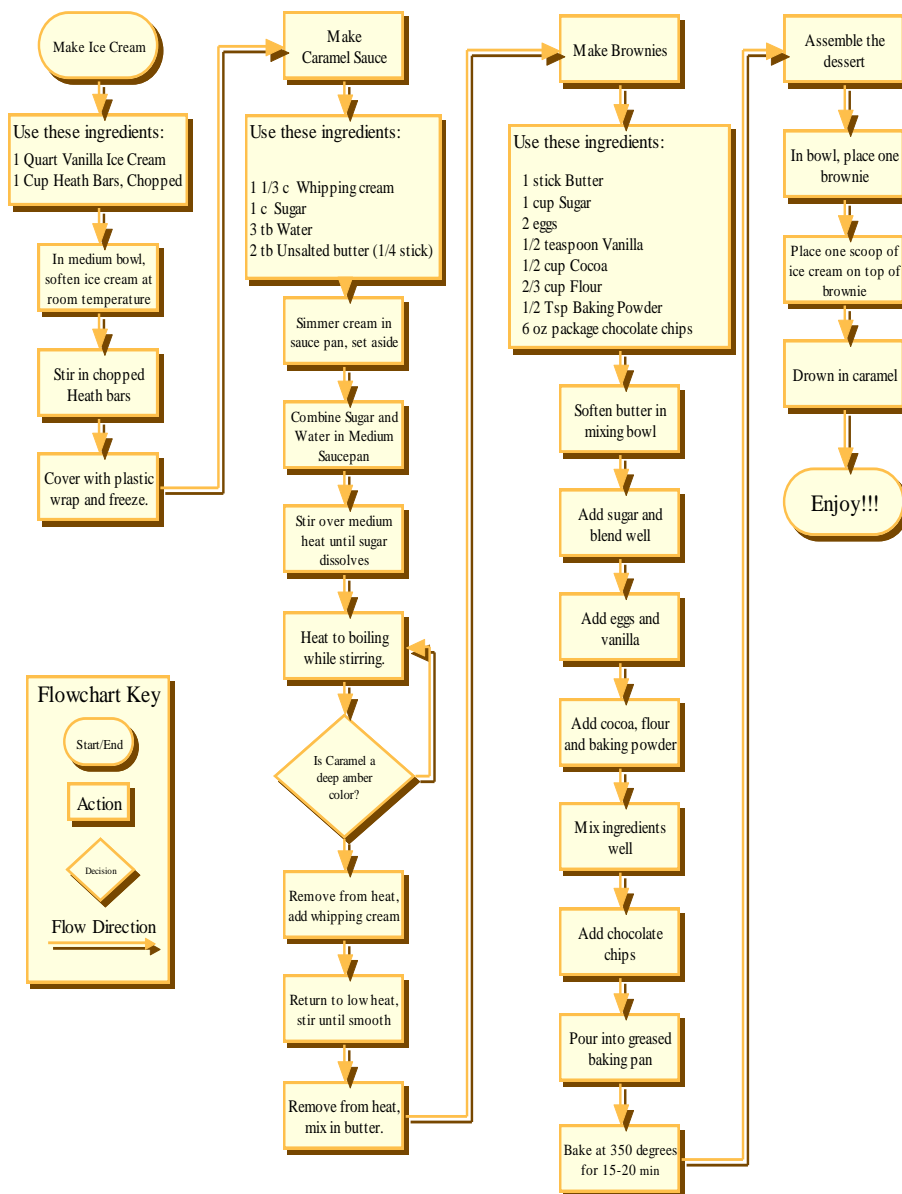


Figure 1: Heath Bar Caramel Brownie Sundae

## Equations, Formulas, and Symbols

All equations, formulas, and symbols must follow the format of the approved style manual being used.

- Add adequate and consistent space both above and below equations or formulas to set them off from the text
- Number each equation consecutively

- Place equation numbers in parentheses near the right margin of the page and align them consistently throughout the document
- In the text, refer to equations and formulas by their number (e.g., Equation 1 demonstrates, as displayed in Equation 5)

### **Appendixes/Unique Format Items**

- Scan any unique format items, such as surveys, previously issued questionnaires, etc. and include them as an appendix.
- Make sure material is clean, clear and legible.

### **Reference Systems**

Reference citations, the reference list, and any endnotes must conform to a style appropriate for the subject area. Please check with your adviser/committee to determine which style is appropriate for use in your manuscript.

### **Endnotes and Footnotes**

If notes are necessary, you may use either endnotes (notes gathered in a separate section at the end of the document) or footnotes (notes printed at the bottom of text pages).

- Endnotes should be collected into a single section, placed before the List of References
- Endnote numbering should begin with “1” for each chapter
- Chapter subheadings should be added to the endnote section

## PAGE FORMAT REQUIREMENTS

The following sections provide guidelines for formatting specific pages of the thesis/dissertation. Pages are listed in the order they should appear within the manuscript.

### Title Page

Please see Appendix B, [Title Page Format Samples](#), for samples of properly formatted title pages. The title page must be formatted **exactly** as shown: Do not double space text or add any information not expressly shown in the samples.

- Place degrees previously earned and the institutions that awarded them **beneath** the student's name
- Do not use degree abbreviations after the student's name
- Dissertation title pages must include the name of the major professor approximately 1" below the graduation date

### Copyright Page

Students wishing to copyright their thesis/dissertation must register their work with the [U.S. Copyright Office](#). Doctoral candidates and master's students (if applicable) can complete the "Authorization to Apply for Registration of My Claim to Copyright" section of the UMI Thesis or Dissertation Agreement Form, which is sent to UMI Dissertation Services. For a \$65.00 fee, UMI will act as an agent with the U.S. Copyright Office. Students can also register their work directly with the Copyright Office, but a copyright page may be included after the title page to acknowledge copyright ownership regardless of whether or not a claim is filed

- Center the year of publication and the author's full name vertically and horizontally on the page
- Use the copyright symbol before the year. Example:

© 2009 Jane Student

### Abstract

The abstract page is required for all manuscripts. It is an essay-style summary of the purposes, methodology, findings or results, and conclusions, and cannot contain tables or figures of any kind.

- Double-space the abstract text
- Center the heading ABSTRACT, without punctuation, at the top margin
- If more than one page is necessary, do not repeat the heading or use the word *continued*

## **Dedication**

The dedication is optional.

- Center text vertically on the page
- Do not use a heading on this page

## **Acknowledgments**

This page is also optional, but most theses/dissertations include a brief statement of thanks for, or recognition of, any special assistance.

- Center the heading ACKNOWLEDGMENTS, without punctuation, at the top margin

## **Table of Contents**

- Center the heading TABLE OF CONTENTS, without punctuation, at the top margin
- Headings or subheadings listed in the contents must be worded *exactly* as they appear in the manuscript, including any numbers used
- Page numbers for all entries must correspond *exactly* with those in the manuscript; any deviation may result in rejection of the final copy
- List all chapter/section headings and at least all first-level subheadings on the Table of Contents
  - Place chapter headings in all caps
  - Place subheadings in title caps/mixed case
  - Do not list pages that precede the Table of Contents on the Table of Contents
  - List both the name and descriptive title of each appendix in all caps
- Do not repeat the Table of Contents heading or use the word *continued* for multiple-page Contents

## **List of Tables, Figures, Media, Symbols, Abbreviations, or Nomenclature**

- Center the heading LIST OF TABLES, LIST OF FIGURES, etc., without punctuation, at the top margin
- List each table or figure within the manuscript, including those in the appendixes, in the List of Tables or List of Figures. Titles must match those in the text, and each table/figure entry must have a corresponding page number
- Do not repeat the List of Tables or List of Figures heading or use the word *continued* for multiple-page lists

## **Introduction**

All theses/dissertations should begin with an Introduction that orients the reader with the

thesis/dissertation material. The introduction is considered the first major section or chapter.

### **Body**

Formatting is detailed in the [Manuscript Preparation Requirements](#) section.

### **Appendixes/Unique Format Items**

- Items of unique format, such as previously issued questionnaires or surveys, should be scanned and included in an appendix
- If human subjects were used during the course of the study, the IRB approval letter must be scanned and included in an appendix
- Permission for use of copyrighted material must also be included in an appendix
- Margin requirements and pagination are the same in the appendixes as they are elsewhere in the document:
  - Each appendix page, regardless of material type, must have a page number
  - Pagination must run consecutively numbered throughout the manuscript:  
Appendix pagination may not re-start
- Appendixes must have both a name and descriptive title, and should be lettered alphabetically if more than one appendix is used
- Each appendix must have its own buffer page, with the appendix name and title capitalized and centered at the top margin. For example:

APPENDIX  
NURSE SHARKS

or

APPENDIX: NURSE SHARKS

- Appendix text should begin on the page *after* the appendix buffer page

For a sample of properly formatted buffer pages, please see any of the [appendixes](#) in this manual.

### **Endnotes**

- Center the heading ENDNOTES, without punctuation, at the top margin
- Do not repeat the heading or use the word *continued* on multiple-page appendixes

### **List of References**

Each source cited in the text must be included in the List of References; References may not include items that are not cited within the document.

- Center heading LIST OF REFERENCES (or simply REFERENCES), without punctuation, at the top margin
- Choose one style of spacing for entries:
  - Single-space references with an extra single space between citations, OR
  - Double-space references with no extra space between entries
- A hanging indent (first line flush left, other lines indented) for each citation in the list is preferred; check with your style guide for specific entry formatting
- Do not repeat the heading or use the word *continued* on multiple-page references

### **Oral Examination Announcement (Defense)**

UCF requires that students announce their thesis/dissertation oral examination (defense) at least one week prior to the defense date; each college has an e-mail list set up to distribute this announcement. In order to meet this requirement:

- Prepare your announcement following the [sample defense announcement](#) in Appendix C. Most students simply use their abstract for the body of the announcement
- Ask your adviser to approve your announcement for distribution
- Email a copy of your announcement to the graduate program secretary in your department



**APPENDIX A**  
**SAMPLE COPYRIGHT PERMISSION LETTER**

Letterhead stationery or return address

Date

Name and address of addressee

Dear \_\_\_\_\_:

Optional beginning sentence: This letter will confirm our recent telephone conversation. I am completing a doctoral dissertation/master's degree at the University of Central Florida entitled "\_\_\_\_\_. " I would like your permission to reprint in my thesis/dissertation excerpts from the following:

Insert full citation and description of the original work.

The excerpts to be reproduced are: insert detailed explanation or attach copy.

The requested permission extends to any future revisions and editions of my thesis/dissertation, including non-exclusive world rights in all languages. These rights will in no way restrict republication of the material in any other form by you or by others authorized by you. Your signing of this letter will also confirm that you own or your company owns the copyright to the above-described material.

If these arrangements meet with your approval, please sign this letter where indicated below and return it to me in the enclosed return envelope. Thank you for your attention in this matter.

Sincerely,  
Your name and signature

---

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

By: \_\_\_\_\_  
Typed name of addressee below signature line

Date: \_\_\_\_\_

**APPENDIX B**  
**TITLE PAGE FORMAT SAMPLES**

DESIGN AND PRODUCTION OF AN  
ATMOSPHERIC PARTICULATE

by

SCOTT THOMAS GRIFFIN  
B.S. University of Central Florida, 1986

A thesis submitted in partial fulfillment of the requirements  
for the degree of Master of Science  
in the Department of Physics  
in the College of Sciences  
at the University of Central Florida  
Orlando, Florida

Summer Term  
2010

APPLICATION OF MULTICULTURAL CONCEPTS IN  
EARLY ELEMENTARY CLASSROOMS

by

SUSAN B. JORDAN  
B.S. University of Central Florida, 1986  
M.S. University of Central Florida, 1991

A dissertation submitted in partial fulfillment of the requirements  
for the degree of Doctor of Education  
in the Department of Educational Research, Technology and Leadership  
in the College of Education  
at the University of Central Florida  
Orlando, Florida

Summer Term  
2010

Major Professor: James P. Karmen

**APPENDIX C**  
**SAMPLE DEFENSE ANNOUNCEMENT**

Announcing the Final Examination of Ms. Susan B. Jordan for the degree of Doctor of Education

Date: May 28, 2010

Time: 10:00 a.m.

Room: ED 328

Dissertation title: Application of Multicultural Concepts in Early Elementary Classrooms

This study investigated the educational process from knowledge acquisition of multicultural and global concepts to implementation of that knowledge by senior interns in elementary school classrooms. The first part of the study analyzed 54 responses to the researcher-designed questionnaire; the second part analyzed field data from six interns and their classrooms.

The questionnaire covered relationships between interns' perceived competencies in multicultural and global education and level of knowledge, strength of beliefs, amount of cross-cultural experience, ethnicity of the classroom and perceived external factors in the school. Findings showed that there was no relationship between perceived competencies and the other variables. A positive relationship was found between application and the amount of executive control. A negative relationship was found between application and perceived competencies.

Recommendations were made for modification and future applications of the instruments used in the study and for continued research in the various stages of the student-to-teacher educational process.

Outline of Studies:

Major: Curriculum and Instruction

Educational Career:

B.A., 1962, Eastern Michigan University

M.A.T., 1983, Wayne State University

Committee in Charge:

Dr. James P. Karmen

Dr. Lucia J. Falbo

Dr. Francine A. Crick

Dr. K. James Carson

Approved for distribution by James P. Karmen, Committee Chair, on March 16, 2009.

The public is welcome to attend.

***NOTE: The announcement is limited to one page.***