

Master's Thesis and Doctoral Dissertation Format Requirements

Introduction

The requirements contained in this booklet apply to the master's thesis and the doctoral dissertation. For convenience, the term thesis will be used to refer to both, unless the situation applies only to doctoral students.

The thesis is a report of original research and scholarly work that is shared with the academic community and is made available to the public. The thesis becomes part of the circulating collection of the UWM Golda Meir Library and is also made available through ProQuest.

These format standards have been developed to ensure a degree of consistency in the written presentation of this research across academic disciplines.

The Graduate School will not accept theses that do not conform to these guidelines.

This information is on our website:

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Thesis & Dissertation Format Standards

General Instructions

Spacing

Double space throughout, with the exception of the title page; captions; table or figure headings; extensive quotations; footnotes or endnotes; entries in the References section; entries in the Table of Contents; and appendices.

Font

Any standard font is acceptable; however, the same font should be used throughout. Use a font size of approximately 12. The only exceptions to this font size are captions (not smaller than 9 point) and headings (not larger than 20 point).

Margins

Effective Fall 2015:

ALL pages must have 1" top, bottom, left, and right margins.

Preliminary Pages

Preliminary pages are the required pages that appear at the beginning of the final document. There are also optional pages which can be placed in this section.

Page Numbering

All preliminary pages are numbered with lower case **Roman numerals**, centered at the bottom of the page, with the bottom of the number at least 1/2 inch from the edge of the page. The **exception** to this is the **title page**, which is counted but not numbered.

Pages Appear in this Sequence:

A. Title page – Required

The title page is counted but not numbered. Follow the format shown in the sample pages. All items centered and TITLE IN ALL CAPS. Use official degree names only. The date is the **month** and **year** of **degree conferral**. Degrees are awarded three times a year: in **May**, **August**, and **December**.

B. Abstract – Required

The abstract is a summary of the dissertation. Follow the format shown in the sample pages. Copy the abstract heading sample exactly. See Sample ABSTRACT TEXT for important information. It always starts with page number "ii".

C. Copyright page – Optional

You may include this page even if you will not be formally registering for copyright with the Library of Congress. The format is shown in the sample pages.

Some websites that provide information about copyright:

http://www.umi.com/assets/downloads/products/UMI_CopyrightGuide.pdf

<http://www4.uwm.edu/libraries/reserve/cresources.cfm>

<http://lcweb.loc.gov/copyright/>

D. Dedication – Optional

May be combined with acknowledgements. There is no required heading on this page.

E. Table of Contents – Required for all **except creative works.**

The Table of Contents lists all sections that follow it (with the exception of an epigraph or frontispiece). Type TABLE OF CONTENTS centered at the top of the page, double space and begin the entries. Single space within entries and double space in-between entries.

F. List of Figures – Required if figures appear in the thesis.

Type LIST OF FIGURES centered at the top of the page, double space and begin. **The term *figures* include various non-text items.** List the number, caption, and page number of each figure. Figures should be numbered consecutively throughout the thesis.

G. List of Tables – Required if tables appear in the thesis.

Type LIST OF TABLES at the top of the page, double space and begin. List the number, caption, and page number of each table. Tables should be numbered consecutively throughout the thesis.

H. List of Abbreviations (or List of Symbols, or Nomenclature) – Optional

Include as necessary. Format heading the same as List of Figures.

I. Acknowledgments – Required if permission to reproduce copyrighted material is necessary

Type ACKNOWLEDGMENTS at the top of the page, double space, and begin the remarks.

J. Frontispiece (illustration) or Epigraph (quotation) – Optional

The source of the epigraph is listed below the quotation, but is not listed in the bibliography unless it is also cited in the main text.

Main Body

Page Numbering

Beginning with the text of the thesis, the page numbering changes to **Arabic numerals**, centered at the bottom of the page, with at least 1/2" clearance from each edge. The first page of the main text is page 1, and should be displayed on the page. **All subsequent pages are numbered** throughout the text.

Tables and Figures

Margins

All illustrative materials must maintain the same margins as the rest of the thesis.

1" top, bottom, left, and right margins

Legibility

All illustrative material must be large enough to be easily read. Minimum font size is 9.

Landscape format

In order to maintain the required page margins for tables or figures, it may be necessary to print them in landscape format. The top margin will now be the edge that is bound. However, the page number must be placed on the page as though the page was in portrait format. It needs to appear in the same location and have the same text direction as the other (portrait) pages.

Figure Captions

If space permits, the caption should appear on the same page as the figure. Font size must not be smaller than 9 point.

References and Citations

Any of the standard style manuals may be used as a guide in formatting references to works cited in the thesis. References may be placed at the end of the main text, or at the end of each chapter. Endnotes and/or footnotes may also be used. Whatever format is chosen, it must be followed consistently throughout the thesis.

If you are not following a style manual, please single space within each entry and double space between the entries.

Page Numbering

Reference pages are numbered. Use the next consecutive page number of your document for your references.

Appendices

All material included in the appendices must meet minimum font and margin requirements.

Many theses will not need this section. Material that supports the research, but is not essential to an understanding of the text, is placed in the appendices. Examples include raw data, extensive quotations, and survey or test instruments.

If there is only one appendix, it is simply called Appendix, not Appendix A. If there are multiple, appendices should be designated A: *Title* B: *Title* C: *Title* etcetera. Each appendix and its title and page number are listed in the Table of Contents.

Page Numbering

Start the Appendix or Appendices with the next consecutive page number. For example: In this thesis the References end on page 33, and the Appendices start on page 34. The Appendix or Appendices should be listed in the Table of Contents.

Results of Self-Efficacy	24
Results of Pain Levels	25
Summary of Survey Results	27
Conclusion and Significance of Thesis	27
Discussion of Results from Thesis	27
Significance and Future Direction	28
References	31
Appendix A: The Short-Form 12-Item Health Survey (SF-12v2)	34
Appendix B: The Short Version of the Arthritis Self Efficacy Scale	37
Appendix C: Visual Analog Scale	39
Appendix D: Adult Informed Consent Form	41
Appendix E: One Year Follow-Up Survey	47

The appendix title can be on its own page, or at the beginning of the actual material.
See sample pages for examples.

Doctoral students only:

Curriculum Vitae — last page(s) of your dissertation

The curriculum vitae is a professional biography of the doctoral candidate. To see an example, check the sample pages. The vita is the **last page(s)** of the dissertation and is the next consecutive page number of the dissertation.

Graduation Ceremony & Diplomas

Ceremony

Degrees are awarded in May, August, and December. Graduation ceremonies are only held in May and December.

August graduates are invited to the December ceremony. If an August graduate chooses to attend the May ceremony, their name will not appear in the May commencement booklet.

For more commencement ceremony information, cap and gown ordering and RSVP for doctoral candidates:

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Sample Pages

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SAMPLE ABSTRACT PAGE (Same for Master's and Doctoral)

ABSTRACT

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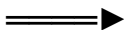
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To
my parents,
my wife,
and especially my daughter

SAMPLE TABLE OF CONTENTS PAGES (Same for Master's and Doctoral)

SAMPLE TABLE OF CONTENTS

TABLE OF CONTENTS

List of Figures	vii
List of Tables	viii
Acknowledgements	ix
1 Introduction	1
1.1 Version control in office documents	1
1.2 Proposed Approach	3
1.3 Thesis Organization	4
2 Background	5
2.1 Current Versioning Support for Office Documents	5
2.2 Version Aware Documents	6
2.2.1 Revision History	8
2.2.2 Unique Identifiers	9
2.2.3 Version Aware Document Prototype	9
2.3 Research Motivation	11
3 Introduction to LibreOffi	13
3.1 LibreOffice History	13
3.2 Universal Network Objects	14
3.3 OpenOffice API	15
3.4 The ServiceManager	17
3.5 C++ Implementation of LibreOffice	17
3.6 LibreOffice Text Document Processing	18
3.7 LibreOffice Load-Edit-Save Process	20
3.7.1 Detailed Description of the Import Process	22
3.7.2 Document Model(In-memory Data Structure)	23
3.7.3 Detailed Description of the Export Process	25
3.8 Important In-Memory Data Structures	29
4 LibreOffi Version Aware Extensions	32
4.1 LibreOffice Modification for Preamble	33
4.1.1 Molhado Namespace Addition	33

SAMPLE TABLE OF CONTENTS PAGES

(Same for Master's and Doctoral)

TABLE OF CONTENTS

Chapter	Page
I. INTRODOUCTION	1
Background	1
Literature review.....	3
II. RENEWABLE ENERGY SYSTEMS INTEGRATION-MICROGRID	6
Overview	6
Components of Microgrid	7
Cost Optimization.....	14
Microgrid Power System.....	14
III. NEURAL NETWORK BASED MICROGRID VOLTAGE CONTROL	17
Microgrid Topology	17
Architecture of Neural Networks	21
System Optimization Scenarios.....	26
Comparison of the Results.....	35
IV. CONCLUSIONS	36
REFERENCES	37
APPENDICES	40
Appendix A: Training Cases	40
Appendix B: Output Targets.....	46
Appendix C: Test Cases	49
Appendix D: First Scenario Results	50
Appendix E: Second Scenario Results	51
Appendix F: Third Scenario Results	52
Appendix G: Fourth Scenario Results.....	53
Appendix H: Fifth Scenario Results.....	54
Appendix I: Sixth Scenario Results.....	55
Appendix J: Seventh Scenario Results.	56

SAMPLE TABLE OF CONTENTS PAGES (Same for Master's and Doctoral)

TABLE OF CONTENTS

	PAGE
Abstract	ii
List of Figures	vii
List of Tables	viii
CHAPTER	
I. Introduction	1
Purpose of the SMILE Curriculum	1
Summary of the Research Problem	2
Study Purpose and Significance	3
II. Literature Review	6
Defining Co-occupation	7
History of Co-occupation	7
Model of Co-occupation	9
Research on Co-occupation	12
Attachment Theories	14
Origins of Attachment Theory	14
Psychobiological Theory of Attachment	17
The SMILE Curriculum	19
Attachment and the SMILE Curriculum	21
Infants with Special Healthcare Needs	25
Maternal Mental Health	30
Post-partum Depression	30
Etiology	31
The Urban Environment	33
Interventions for the Mother-Infant Relationship	36
Infant Communication Education	36
Video and Discussion Education Program	37
Individualized Family-Based Intervention	39
Summary	40
III. Methods	42
Research Design	42
Hypothesis	43
Participants and Recruitment	43
SMILE Curriculum Group Intervention	46
Waiting-List Control Group Intervention	47
Measures and Instrumentation	48
Data Collection	50
IV. Results	52
Demographic Data	52

SAMPLE TABLE OF CONTENTS PAGES

(Same for Master's and Doctoral)

Pre- and Post-Assessment Data	56
P1G2	57
P2G1	58
P3G1	59
P4G2	60
P5G1	61
P6G2	62
Parental Feedback on SMILE Curriculum	64
V. Discussion.....	65
Study Aims	65
Interpretation of CES-D Scores.....	65
Family Support	66
Level of Education	67
Child's Current Health Status	67
Area of Residence.....	69
Interpretation of PMP S-E Scores	69
Correspondence to CES-D Scores.....	70
Elements of Bias.....	71
Assessment Environment	71
New Knowledge and Awareness	72
Interpretation of Program Delivery.....	73
Presence of the Child	73
Contribution to Discussions	74
Sharing Maternal Experiences.....	75
Family Member Education	75
Parental Feedback on SMILE Curriculum	76
Limitations for this Study	79
Significance and Implications for Future Research	79
VI. Conclusion.....	82
VII. References.....	83
VIII. Appendices	87
Appendix A: EI Individualized Protocol.....	87
Appendix B: Phone Interview Script.....	98
Appendix C: Demographic Survey.....	100
Appendix D: CES-D	101
Appendix E: PMP S-E	105
Appendix F: Parent Feedback Form Responses.....	109
Appendix G: Full Text Descriptions	114

SAMPLE LIST OF FIGURES PAGES

(Same for Master's and Doctoral)

SAMPLE LIST OF FIGURES

LIST OF FIGURES

Figure 1. Kinematic motion during gait	14
Figure 2. Lateral markers	26
Figure 3. Medial markers	26
Figure 4. Dashed line indicates end of weight acceptance phase	29
Figure 5. Preferred heel strike landing distribution	31
Figure 6. Representative data of one participant's averaged 10 trials at each step height	36
Figure 7. Normalized EMG 200 ms pre and post initial contact across all subjects	37

SAMPLE LIST OF FIGURES PAGES (Same for Master's and Doctoral)

LIST OF FIGURES

Figure 1.1 Big Horn Wind Farm at Bickelton, Washington	2
Figure 1.2 Power-Wind Speed Curve for Variable-speed Pitch-regulated Turbine	3
Figure 1.3 Controller Switching transient of a Variable-speed Pitch-regulated Turbine.....	8
Figure 2.1 Main Elements of a Two-bladed Horizontal Axis Wind Turbine	17
Figure 2.2 Wind Power Generation under Different Wind Speeds.....	18
Figure 2.3 Scheme of a Fixed Speed Wind Turbine	20
Figure 2.4 Scheme of a DFIG based Variable Speed Wind Turbine	21
Figure 2.5 Schematic of a DFIG Wind Energy System with a Back-to-back Converter.....	23
Figure 2.6 Speed-torque Characteristics of DFIG.....	24
Figure 2.7 Equivalent Circuit of DFIG	25
Figure 3.1 Block Diagram of Simulation Code Interaction	38
Figure 3.2 Layout of Conventional, Upwind, Three Blade Turbines	40
Figure 3.3 Example of Wind Turbine Block for Use with Simulink	41
Figure 3.4 Incremental Annulus in Rotor Plane for the BEM Analysis	43
Figure 3.5: Grid and Rotor Placement in Different Scenarios	46
Figure 4.1 Description for DFIG System in WECS.....	49
Figure 4.2 Power Converters in DFIG Wind Turbine.....	51
Figure 4.3 Block Diagram of Grid-side Converter Control System	54
Figure 4.4 Simulink Layout for Grid-side Converter Control System.....	54
Figure 5.1 Schematic of the Self-optimizing Robust Control of DFIG Wind Energy System ...	56
Figure 5.2 Block Diagram for ESC System	58

SAMPLE LIST OF TABLES

(Same for Master's and Doctoral)

SAMPLE LIST OF TABLES

LIST OF TABLES

Table 1. Functional articulations	27
Table 2. Anatomical Landmarks & Marker Locations.....	27
Table 3. Transverse Plane Calcaneonavicular complex dependent t-test results between step heights	33
Table 4. RM MANOVA across Sagittal, Frontal and Transverse planes Initial Contact Angles.....	33
Table 5. Initial contact angles Mean & SD (degrees)	33
Table 6. Sagittal, Frontal and Transverse plane ROM RM MANOVA results	34
Table 7. Weight acceptance phase ROM Means & SD (degrees).....	34
Table 8. EMG dependent t-test results	38
Table 9. Initial contact ankle angles across studies.....	41
Table 10. 200ms Pre-Contact Normalized and Integrated EMG mean & SD (% ms).....	43

SAMPLE LIST OF TABLES

(Same for Master's and Doctoral)

LIST OF TABLES

Table 5.1 Parameters of the Simulated DFIG	64
Table 5.2 Energy Capture Improvements by ESC under Several Wind Speeds.....	71
Table 5.3 Damage Equivalent Loads Comparison for ESC Turbine Control.....	71
Table 6.1 Parameters of the Simulated DFIG	96

SAMPLE LIST OF ABBREVIATIONS

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LIST OF ABBREVIATIONS

BC	Broadcast Channel
BS	Base Station
CLMS	Constrained Least Mean Squares
CSI	Channel State Information
DFT	Discrete Fourier Transform
DoA	Direction of Arrival
DPC	Dirty Paper Coding
EF	Element Factor
iid	identically independent distributed
LCMV	Linear Constraint Minimum Variance
LTE	Long Term Evolution
MAC	Multiple Access Channel
MIMO	Multiple Input Multiple Output
ML	Maximum Likelihood
MMSE	Minimum Mean Square Error
MS	Mobile station

SAMPLE ACKNOWLEDGMENTS PAGES (Same for Master's and Doctoral)

SAMPLE ACKNOWLEDGMENTS

ACKNOWLEDGEMENTS

First and foremost, I want to thank my advisor, Vicki Callahan, for recognizing my potential to make a strong contribution to the field of film studies. She has challenged me repeatedly to unveil a strong knowledge base and set of skills that I was often slow to recognize and share through my scholarship. I have always appreciated her knowledge of my research topics, plus her encouragement to present a history and basis of analysis on a subject that has very few predecessors. I thank Gregory Jay for acknowledging my interests in the field of African American Studies and sharing his appreciation of what I have shared about Cinemas of the African Diaspora and correspondence with Black Popular Culture. Thanks to Sandra Jones, a fellow McNair scholar whose work, passion, and encouragement reinforced that it was possible to complete this project and pursue an academic career. I thank Shelleen Greene for offering very helpful strategies for research and writing, plus her wisdom on effective transitions into a career as an academic. Thanks to Robert Smith for his enthusiasm to learn more about the project, and offering his perspectives on ways to tie my research to other topics outside of film.

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I dedicate this project to the memory of Lillie Williamson, Jessie J. McFadden, Flora Seefeldt, and Tomás Garrett-Rosas, Ph.D. Thank you for what you have done to lead me towards this journey.

SAMPLE REFERENCES PAGES

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SAMPLE REFERENCES PAGES

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SAMPLE APPENDIX PAGES (Same for Master's and Doctoral)

SAMPLE APPENDIX PAGES

APPENDIX B:

The Short Version of the Arthritis Self-Efficacy Scale



Arthritis Self-Efficacy Scale

For each of the following questions, please circle the number that corresponds to how certain you are that you can do the following tasks regularly at the present time.

1. How certain are you that you can decrease your pain quite a bit?

Very uncertain 1 2 3 4 5 6 7 8 9 10 Very certain

Items (using the same format as above):

1. How certain are you that you can decrease your pain quite a bit?
2. How certain are you that you can keep your arthritis or fibromyalgia pain from interfering with your sleep?
3. How certain are you that you can keep your arthritis or fibromyalgia pain from interfering with the things you want to do?
4. How certain are you that you can regulate your activity so as to be active without aggravating your arthritis or fibromyalgia?
5. How certain are you that you can keep the fatigue caused by your arthritis or fibromyalgia from interfering with the things you want to do?
6. How certain are you that you can do something to help yourself feel better if you are feeling blue?
7. As compared with other people with arthritis or fibromyalgia like yours, how certain are you that you can manage pain during your daily activities?
8. How certain are you that you can deal with the frustration of arthritis or fibromyalgia?

SAMPLE APPENDIX PAGES (Same for Master's and Doctoral)

APPENDIX C:

Visual Analog Scale

SAMPLE APPENDIX PAGES

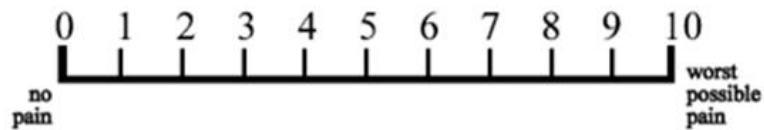
(Same for Master's and Doctoral)

Faces Pain Scale



0	2	4	6	8	10
Very happy, no hurt	Hurts just a little bit	Hurts a little more	Hurts even more	Hurts a whole lot	Hurts as much as you can imagine (don't have to be crying to feel this much pain)

Visual Analog Scale (VAS)

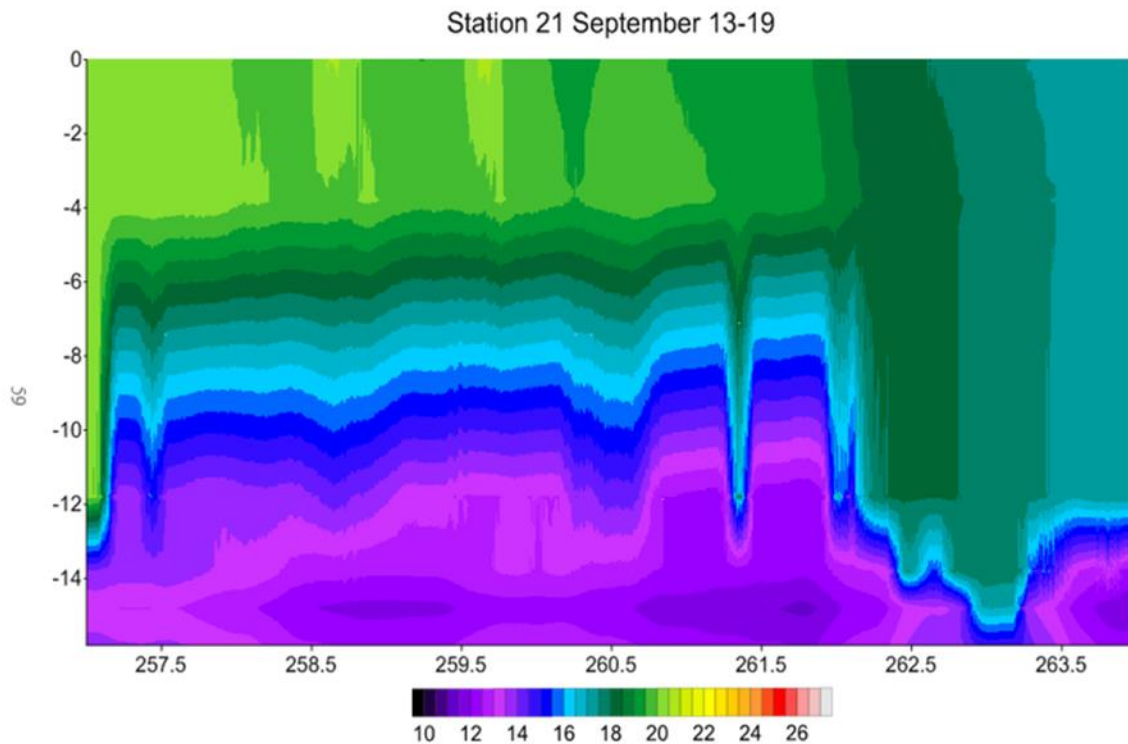


SAMPLE LANDSCAPE PAGE NUMBER (Same for Master's and Doctoral)

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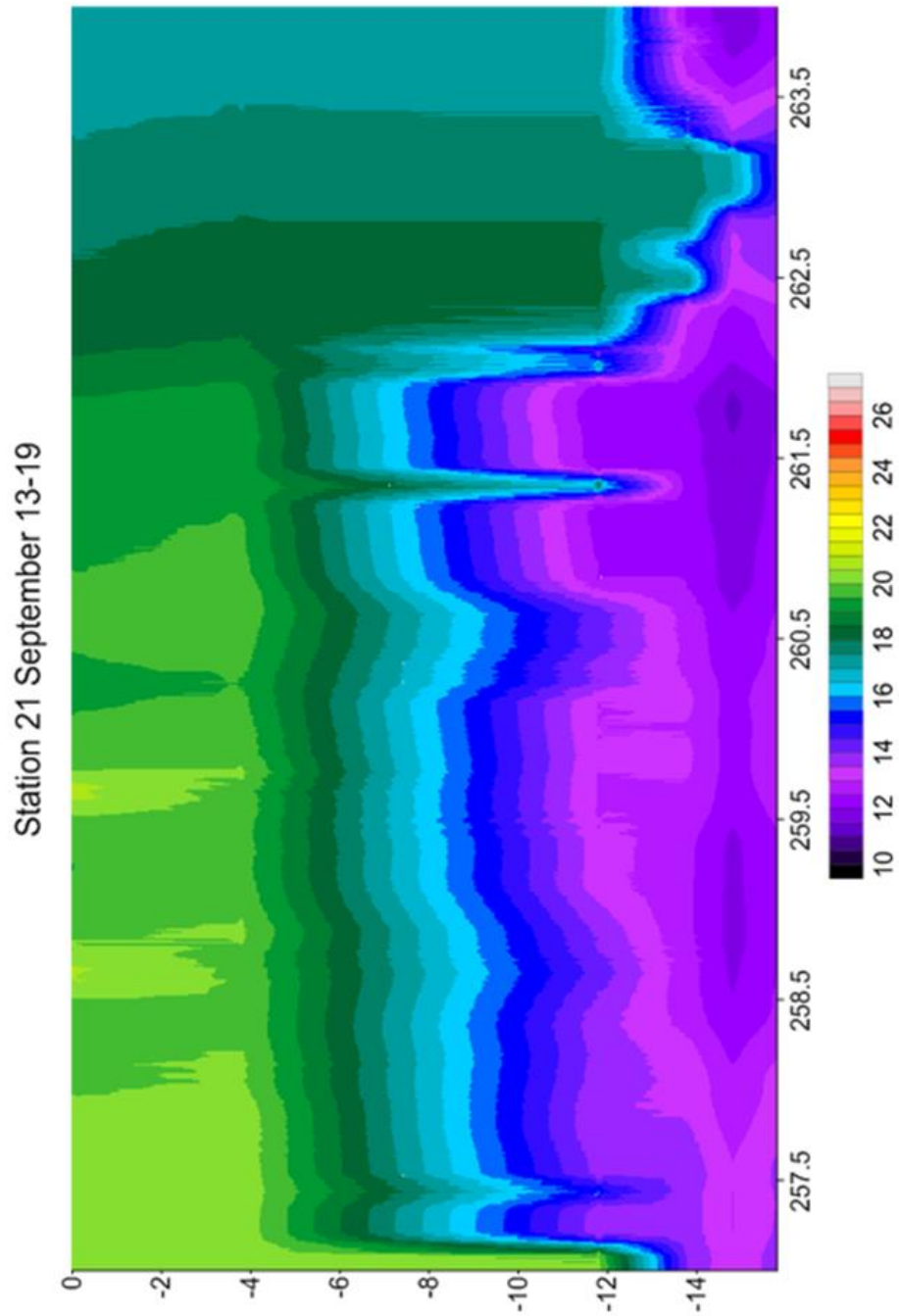


Figure 10h. Temperature profile for Station 21 from September 11-19, 2012.

SAMPLE CURRICULUM VITAE (DOCTORAL ONLY)

CURRICULUM VITAE

Chris Jung

Place of birth: Milwaukee, WI

Education(list only those institutions from which you received a degree)

B.A., University of Wisconsin-Milwaukee, May 1979

Major: Psychology

B.F.A., University of Wisconsin–Milwaukee, May 1985

Major: Music Education

M.L.I.S., University of Wisconsin-Milwaukee, May 1992

Dissertation Title: Factors Affecting Degree Progress of Graduate Students at a Large Urban University and Implications for Student Services Operations and University Policy

Other possible entries include Graduate Internships, Graduate Fieldwork, Affiliations/Memberships, Teaching Experience, Research Experience, Awards/Honors, Publications, Presentations, University Service

Official List of Degrees – Doctoral & Education Specialist in School Psychology

Doctor of Nursing Practice
Doctor of Philosophy in Africology
Doctor of Philosophy in Anthropology
Doctor of Philosophy in Architecture
Doctor of Philosophy in Biological Sciences
Doctor of Philosophy in Biomedical and Health Informatics
Doctor of Philosophy in Chemistry
Doctor of Philosophy in Communication
Doctor of Philosophy in Economics
Doctor of Philosophy in Educational Psychology
Doctor of Philosophy in Engineering
Doctor of Philosophy in English
Doctor of Philosophy in Environmental Health Sciences
Doctor of Philosophy in Environmental & Occupational Health
Doctor of Philosophy in Freshwater Sciences
Doctor of Philosophy in Geography
Doctor of Philosophy in Geosciences
Doctor of Philosophy in Health Sciences
Doctor of Philosophy in History
Doctor of Philosophy in Information Studies
Doctor of Philosophy in Kinesiology
Doctor of Philosophy in Linguistics
Doctor of Philosophy in Management Science
Doctor of Philosophy in Mathematics
Doctor of Philosophy in Nursing
Doctor of Philosophy in Physics
Doctor of Philosophy in Political Science
Doctor of Philosophy in Psychology
Doctor of Philosophy in Public Health
Doctor of Philosophy in Social Welfare
Doctor of Philosophy in Sociology
Doctor of Philosophy in Urban Education
Doctor of Philosophy in Urban Studies
Doctor of Physical Therapy

Education Specialist in School Psychology

Official List of Degrees – Master's

Master of Architecture
Master of Arts in Art
Master of Arts in Art History
Master of Arts in Communication
Master of Arts in Economics
Master of Arts in English
Master of Arts in Geography
Master of Arts in History
Master of Arts in Language, Literature, and Translation
Master of Arts in Linguistics
Master of Arts in Media Studies
Master of Arts in Philosophy
Master of Arts in Political Science
Master of Arts in Sociology
Master of Arts in Spanish
Master of Arts in Women's & Gender Studies
Master of Business Administration
Master of Fine Arts in Art
Master of Fine Arts in Dance
Master of Fine Arts in Performing Arts
Master of Healthcare Administration
Master of Human Resources and Labor Relations
Master of Liberal Studies
Master of Library and Information Science
Master of Music
Master of Nursing
Master of Public Administration
Master of Public Health
Master of Science in Administrative Leadership
Master of Science in Anthropology
Master of Science in Architecture
Master of Science in Art Education
Master of Science in Biological Sciences
Master of Science in Biomedical Sciences
Master of Science in Chemistry
Master of Science in Communication Sciences and Disorders
Master of Science in Computer Science
Master of Science in Criminal Justice
Master of Science in Cultural Foundations of Community Engagement and Education
Master of Science in Curriculum and Instruction
Master of Science in Educational Psychology
Master of Science in Engineering
Master of Science in Exceptional Education
Master of Science in Freshwater Sciences and Technology

Master of Science in Geography
Master of Science in Geosciences
Master of Science in Health Care Informatics
Master of Science in Information Science and Technology
Master of Science in Information Technology Management
Master of Science in Kinesiology
Master of Science in Management
Master of Science in Mathematics
Master of Science in Nonprofit Management and Leadership
Master of Science in Nursing
Master of Science in Occupational Therapy
Master of Science in Physics
Master of Science in Psychology
Master of Science in Urban Studies
Master of Social Work
Master of Sustainable Peacebuilding
Master of Urban Planning