

University of Colorado at Boulder
The Graduate School

SPECIFICATIONS

**for Preparation
of Master's Theses
and Doctoral Dissertations**

Revised April 2010

On the web at

http://www.colorado.edu/GraduateSchool/academics/_docs/specs.doc

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Thesis Specifications

This booklet provides the campus-wide specifications for theses and dissertations presented for graduate degrees at the Graduate School of the University of Colorado at Boulder. Student Advisors in the Graduate School are available daily to answer format questions, and the Graduate School strongly recommends that students e-mail a copy of the document for pre-check of the format to gradinfo@colorado.edu before submitting it electronically. We recommend that

students consult a style guide or standard handbook for more detailed specifications. A student's department will provide information on requirements in a specific field of study.

Submission

The Graduate School accepts theses electronically only, uploaded as a pdf document, through the ProQuest website: <http://www.etdadmin.com/colorado>. This site contains information on converting word documents to pdf documents, and has a helpful section of frequently asked questions. In addition to the one copy submitted electronically, a signature page with original signatures must be submitted to the Graduate School. This signature page must contain the original signatures of at least two committee members, the chair of the committee and one other member. Further information can be found in the signature page section of this document.

Deadlines

To graduate in a given semester, the thesis and signature page must be submitted by a specific deadline. To determine the deadline for the semester in which you plan to graduate, please see the graduate school calendar on our homepage at <http://www.colorado.edu/GraduateSchool/>, or a list of deadlines at <http://www.colorado.edu/GraduateSchool/academics/>, selecting "Graduation Requirements," clicking on the appropriate degree, and selecting "deadline sheet." For more information, contact your academic department or the Graduate School.

Fees

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

<i>Master's thesis:</i>	traditional publishing	\$55.00
	open access publishing (optional in place of traditional)	\$150.00
<i>Doctoral dissertation:</i>	traditional publishing	\$65.00
	open access publishing (optional in place of traditional)	\$160.00
	copyright registration (optional)	\$65.00

Thesis Organization

The final copy of the thesis submitted to the Graduate School is organized in the following order. The starred items (*) are required in every thesis; lists of tables, figures or maps are required if they appear in the thesis; the other items are optional. Examples of formatting for these items are provided in the sample pages. Each division listed (1-11) and each chapter begins on a new page.

*1.	Title Page	
*2.	Signature Page	
*3.	Abstract	
4.	Dedication	
5.	Acknowledgments	
*6.	Contents	
7.	List of Tables	
8.	List of Figures (or List of Maps)	lower case Roman Numerals
.....		
*9.	Text	Arabic Numbers

- *10. Bibliography, Selected Bibliography, References
- 11. Appendix

Thesis Formatting

Pagination

Every page is assigned a number, but numbers are not printed on the title page, signature page or dedication. Items 1-8 in list are numbered with small Roman numerals. Items 9-11 use Arabic numbers beginning with 1. Numbers should then continue straight through to end of thesis. Page numbering for abstract or items 5-11 can be done in two ways. [1] Page numbers appear on all pages. [2] The page number can be left off the first page of a major division or a chapter with more than one page. Pages generally are numbered in the upper right hand corner; usual placement is at least 3/4 inch from the top and 1 inch from the right edge. Centered numbers at the top or bottom of the page are also acceptable.

Type

Type size for the thesis should be between 10pt and 12pt and should be consistent throughout the thesis--in text, figure captions, and table titles. Any unusual type style should be approved in advance by the Graduate School; script type may not be used. Equations, formulas and words within figures must also be typed.

Margins

Minimum thesis margins are 1 inch from all edges. The right edge of the text may be either justified (all lines the same length) or ragged (lines varying in length).

Spacing and indents

The body of the text of the thesis is double spaced with about six single spaces per vertical inch. With 1 inch top and bottom margins; page lengths usually vary from 24 to 27 lines.

Table titles, figure captions, and chapter headings are single-spaced. Footnotes and entries in the Contents and Bibliography are also single-spaced, with double spaces between entries. Quotations of four or more lines may be single spaced or double spaced depending upon the formatting or style guide used.

The first line of paragraphs or footnotes is indented uniformly in the thesis. The number of spaces for this indent depends on the style. A standard indent is eight spaces (1/2 in); a five space indent is also frequently used. Single-spaced quotations are indented in their entirety four spaces from the left margin (1/4 in).

Headings

A student should choose a hierarchy of headings and subheadings for a thesis and use it consistently. The spacing above and below headings should be uniform throughout. Examples of headings are provided on the sample pages. The student may choose another style.

Style

The student may consult the thesis advisor in his/her department about a style guide, which will describe formatting details. The style guide may be from a specialized association (Garibaldi and Achtert, Modern Language Association Handbook for Writers of Research Papers), leading journal (Publication Manual of the American Psychological Association), or thesis manual (Turabian, A Manual for Writers of Term Papers, Theses and Dissertations).

Title Page

The title page contains the thesis title; candidate's name; candidate's degrees, granting institutions, and dates received; statement shown on sample page ("A thesis submitted to ..."); name of department or school granting degree; and year the thesis is submitted (see sample title page).

Signature Page

The signature page is included as page ii (between title page and abstract) and contains lines for at least two signatures, the chair and one other member. The statement at the bottom of the page, as shown in the sample, must be included. The page is included in the uploaded pdf version with blank lines, and no actual signatures. The signature page must then be printed, original signatures must be obtained and the single page must be submitted to the Graduate School by the applicable thesis submission deadline. Your thesis is **not considered to be complete** until this page is received. While the page must be signed by the chair of the student's committee and one other member, other members of the committee may sign. If the minimum two members will sign, extra lines should not be included for other members. There should be no blank lines on the page that is submitted to the Graduate School. (See sample signature page).

Institutional Review Board (IRB)

All students involved in any type of research which involves the use of human subjects must have been assigned a protocol number by the IRB committee which is to be listed on the signature page.

Abstract

The abstract provides a succinct, descriptive account of the thesis. It is limited to 350 words and should include specific details for indexing. The abstract must include your name, the initials of your degree, your department, thesis title, and faculty advisor - as shown in the sample abstract page.

Please note that master's students are limited to 150 words on the abstract which goes on the "about your submission" profile page. The abstract within the actual pdf document may still be 350 words, but you will need to prepare a shortened version to place on the profile page.

Bibliography

The bibliography lists books, articles or other works consulted in preparing the thesis. It is included even if end notes or footnotes are used. The arrangement of the bibliography and the information in each entry are determined by the chosen style. Usually the entries in the bibliography are single-spaced with a double space between entries.

References

References in a thesis may be cited by footnotes, author-year citations, or numbered bibliography.

Footnotes

Footnotes are indicated by superscript numbers in the text. They may be placed at the foot of each page or at the end of each chapter. Footnotes at the bottom of the page may be numbered either beginning with 1 on each page or consecutively throughout a chapter. When footnotes are used, the bibliography includes all references cited in the notes (and additional sources) and is arranged alphabetically. Footnotes may be typed in a smaller size than the text or in the same size; they are usually single-spaced with a double space between notes.

Author-year citations

References within the text may be cited by using the author's (or authors') last name(s) and the year of publication (and a page number for direct quotations). These references refer to works cited in an alphabetically arranged bibliography.

Numbered bibliography

When a numbered bibliography is used, each entry in the bibliography is numbered consecutively. These numbers are inserted in the text to cite the references. The numbers in the text are enclosed in parentheses or brackets or printed as superscripts; they will not appear in consecutive order in the text.

Tables

Tables are placed immediately after their first mention in the text, either on a text page or on a separate sheet. They may be numbered consecutively within each chapter or throughout the thesis. Tables that will not fit within the required margins may be typed in smaller type or may be reduced; they also may be printed broadside with the top toward the left margin. On pages with broadside (landscaped) tables, page numbers should appear in the same position on the page as all other pages. For example, if the page number is at the bottom center of each page, on pages with landscaped items the number should be in the bottom center of the page as it would appear in a bound book. Students should refer to a style manual for formatting tables.

Titles and footnotes

Table titles and footnotes may appear above or below the table, but should be consistent throughout the document. Table footnotes have no relation to text footnotes.

Figures

Figures are placed immediately after their first mention. They may appear on the text page or on a separate page. They should fit within the standard thesis margins for copying and binding.

Captions and footnotes

Figure captions may appear above or below the figure, but should be consistent throughout the document. Captions should fit within the standard margins and are not reduced if the figures are reduced; they may appear on the page preceding and facing the figure. Figures may be printed broadside, with the top toward the left margin; the caption then appears beneath the figure and is typed from bottom to top of the page within the standard margins. Footnotes to a figure are typed immediately below the figure, above the caption. On pages with broadsided (landscaped) figures, page numbers should appear in the same position on the page as all other pages. For example, if the page number is at the bottom center of each page, on pages with landscaped items the number should be in the bottom center of the page as it would appear in a bound book.

Photographs

Photographs or acceptable photocopies, black and white or in color, may be used for figures in the thesis. Photographs or other supplemental material placed in an appendix must have appropriate page numbering and fit within stated margins.

Acknowledgments, Preface, Introduction, and Glossary

The acknowledgment mentions persons or groups that contributed to the thesis or provided funding.

Prefaces are seldom used in theses. A style manual provides guidelines on content.

Chapter 1 of a thesis is usually the introduction. However, if a separate introduction precedes Chapter 1, it is still regarded as part of the thesis rather than as preliminary material and its pages are numbered in Arabic numerals rather than Roman numerals.

A glossary of terms may be included as a separate page in the introductory material (with a Roman numeral) or as an appendix (with Arabic numbers).

Copyright Guidelines - Facts in Brief

- Copyright is a form of protection provided to authors of “original works in authorship,” including literary, musical, artistic and other intellectual works.
- Copyright is secured automatically upon creation--even for works not bearing a copyright notice.
- Copyright registration (which is not required but which establishes a public record of the copyright claim and is necessary prior to filing an infringement suit) must be handled through the Copyright Office at the Library of Congress.
- Standard forms of copyright notice: (You do not need to include this page. It will be inserted for you before it is bound)
Copyright 2010 Jane Doe
© 2010 Jane Doe
Copyright © 2010 Jane Doe
- CU faculty and students may copy their personal, original work.

Some Copyright Information Sources

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

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

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

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

<http://www.copyright.gov/records/>.

Survey of Earned Doctorates (Doctoral students only)

The Survey collects information from all research doctorate graduates, and this compiled data is extremely important information used by policymakers and used in evaluating the nation's work force. This form can be filled out online at <http://survey.norc.uchicago.edu/doctorate>. If you would prefer to fill out a paper copy of this form, contact the Graduate School.

Examples

Title Page

(Page number not shown in
thesis/dissertation)

AUTOGRAPH LETTERS OF MARCUS WHITMAN
FROM THE OREGON COUNTRY IN 1846

by

JANE SARAH DOE

B.A., University of Illinois, 1975

M.A., University of Arizona, 1977

A thesis submitted to the
Faculty of the Graduate School of the
University of Colorado in partial fulfillment
of the requirement for the degree of
Doctor of Philosophy
Department of History

2006

Signature Page

(Page number not shown in
thesis/dissertation)

This thesis entitled:
Autograph Letters of Marcus Whitman From the Oregon Country in 1846
written by John William Doe
has been approved for the Department of Spanish and Portuguese

(Type committee chair name here)

(Type committee member name here)

Date_____

The final copy of this thesis has been examined by the signatories, and we
Find that both the content and the form meet acceptable presentation standards
Of scholarly work in the above mentioned discipline.

(This statement must be included
on the signature page)

IRB protocol #_____
(Must be included if your research
involves the use of human subjects)

**Note: This page is submitted as part of the uploaded pdf as the second page. It
will have lines for signatures but no actual signatures. A hard copy of this page
must then be printed out, original signatures must be obtained, and the page must be
submitted to the Graduate School by the thesis submission deadline.**

Abstract

(Page number iii in
thesis/dissertation, numbers
continue through page 1 of text)

Doe, Jane Sarah (Ph.D., History [type dept name])

Autograph Letters of Marcus Whitman from the Oregon Country in

1846

Thesis directed by Associate Professor John G. Smith

[The section above must be included in the abstract]

Marcus Whitman, an ordinary man of the mid-nineteenth century, became an extraordinary man through his letters, which present a vivid account of the lifestyle and conditions of the Western United States during this critical period in American History.....

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CHAPTER I

INTRODUCTION

This and the next page provide examples of thesis text. Within the text, only chapters begin on new pages. The word CHAPTER and its number are centered and dropped down from the top edge of the paper.

Shown on these text pages are examples of paragraph indents; headings; footnotes and their placement; a page number; and a single-spaced, block quotation. The student does not have to follow the typing style used here as long as the style used is consistent and appropriate. The following passage is an example of one style for a single-spaced quotation:

The public seems periodically to express a desire for some new film genre. Whether this behavior can be explained is probably a moot point. What this does mean is that some groups of people are dissatisfied with the films available at their local theaters.¹

The text continues after the block quotation, with space between quotation and text.

At bottom of page, a line separates the footnote from the text.

¹ Josephine Moore, "American Films in the 1980s and Beyond," *Journal of the Association of American Filmgoers*, 14(1981), 42.

Quotations of four or more lines are indented from the left margin and single spaced. The first lines of paragraphs are indented uniformly throughout the thesis (5 to 8 spaces).

Centered Heads²

Examples of three levels of heads are provided on this page. Some theses require only one level; others use four or more. The student may choose any style (boldface, caps, numbered) as long as it is used consistently. To decide on a style, it is helpful to consult the journals in the field or appropriate style books.

Side Headings

A side heading (#2) may be set up as shown above. If used with centered heads, side headings follow a similar style

Paragraph Headings. A #3 paragraph heading is placed at the beginning of a paragraph and ends with a period. Paragraph heads are usually either #2 or #3 level heads.

² This is a sample format for heads and subheads, when three levels are used. Other formats may be followed as long as heads are easily distinguishable, in a clear hierarchy, and consistently followed throughout the thesis.

Thesis/Dissertation Checklist for Submission to Graduate School

Formatting:

- _____ Title page (see example)
- _____ Signature page (see example)
- _____ Abstract (350 words maximum)
- _____ Specified order and arrangement of sections
- _____ Required type size and style; required margins
- _____ Specified page numbering
- _____ Correct spacing of text, bibliography, quotes
- _____ Consistent headings style
- _____ Consistent reference style

Submission via website: <http://www.etsadmin.com/colorado>

- _____ One copy of thesis or dissertation submitted electronically by deadline
- _____ Appropriate fees paid electronically
- _____ One hard copy of signature page with original signatures submitted to Grad School by deadline

Doctoral Students only:

- _____ Survey of Earned Doctorates, filled out online at <http://survey.norc.uchicago.edu/doctorate>