Thesis Formatting Guide

I. Introduction

Congratulations on reaching the final stage of your master's program! Your thesis is the culmination of your graduate work and deserves a professional presentation. There are a few specific requirements in this guide, but otherwise you are expected to present your work in the best form for your discipline and your intended audience, following the guidance of your committee.

The required elements of the thesis include specifically formatted front matter (the first few pages) and a few principles to follow. Please review the information below when you are preparing your thesis.

II. Required Pages and Organization of Front Matter

The first two pages of your thesis must be:

- Page 1: Title page
- Page 2: Thesis director approval page

There are samples of these pages available on the Graduate College web site, showing their formatting. These samples are found at http://grad.arizona.edu/degreecert/samples-templates. You may adapt one of these sample pages for your use – just replace the sample information with your own. Some tips and instructions for these pages follow.

A. Title page
   - Follow the capitalization shown in the sample.
   - You should reference your department by its official name. If your major does not match the name of the department, you need to include "WITH A MAJOR IN_____" below the degree name.

B. Thesis Director approval page
   - You should prepare your approval page before your defense and have your thesis director sign it. (Note that only the thesis director signs approval; the student and the other members of the committee do not sign.)
   - If your thesis committee has co-chairs, please include a thesis director signature line at the bottom of this page of each co-chair.

- Email your signed approval page to your Degree Counselor (https://grad.arizona.edu/tools/degreecounselors/).
- Your Degree Counselor will apply a watermark and email the signed approval page with watermark to you. Include the signed, watermarked approval page as page 2 of your thesis.

C. Acknowledgements and Dedication (optional)
  - If you include an Acknowledgements page, it should directly follow the Thesis Director approval page.
  - The next page, if you include it, would be the Dedication.

D. Table of Contents
  - The Table of Contents follows the title page, Thesis Director Approval page, and the Acknowledgements and/or Dedication (if included).
  - All chapters and major sections of the thesis that appear after the Table of Contents, including the Abstract, should be reported.
  - You may decide how many levels of sub-headings you wish to report in the Table of Contents. Be consistent – if you report some headings of a given level, you should report all of them. Different levels of heading are normally distinguished in the Table of Contents by indenting.
  - Each heading reported in the Table of Contents should match the heading in the body of the thesis and should have its page number reported.
  - We recommend using a dot leader (e.g. "…….") between each heading and its page number on the far right, for the ease of the reader.

E. Lists of Figures/Illustrations and Tables
  - If your thesis includes figures, it is helpful to include a List of Figures following your Table of Contents to identify the figures and report the pages where they appear.
  - Similarly, a List of Tables is helpful if your thesis includes tables.
  - You may number your figures and/or tables using any method that will make sense to your readers.

F. Abstract (*Required*)
  - You **must** include your abstract prior to the first chapter of the thesis, and following all other front matter.

III. Formatting Principles

A. Fonts
  - It is best to use a standard serif font, as they reproduce well.

B. Headings
   - Different levels of heading should each have a distinct and consistent appearance. Ideally, the reader should know at a glance what level a given heading is based on its appearance.

C. Margins
   - Theses that are archived and retrieved electronically in .PDF format do not need to abide by specific margins.
   - If you are ordering bound copies of your thesis from ProQuest/UMI when you submit it for archiving, you will want to use margins appropriate for binding: 1.5" on the left, and 1" at the top and bottom.

D. Page Numbers
   - Page numbers should appear on all pages (although the title page does not need to display its page number), in the same place on each page.
   - The title page is considered page 1 of the thesis, with all other pages numbered successively.
   - If you include scanned material with page numbers, please ensure that the reader can easily find the thesis page number on any page.

E. Citations
   - You should use the citation style appropriate for your discipline, following the guidance of your committee.

F. Footnotes/Endnotes
   - You may use footnotes or endnotes as appropriate.
   - There is no specified format for footnotes or endnotes.

G. Appendices
   - You may include material in appendices as appropriate.
   - Appendices appear following the chapters of the thesis, and before the final References section.
   - Typically each appendix has a letter designation and a title (e.g. "APPENDIX A – SUPPLEMENTARY DATA").

H. References/Bibliography
   - The final section of the thesis should be a comprehensive list of the works you have cited or used.
   - As noted above, the Graduate College does not specify a citation style to use.

IV. Manuscript/Article-Based Thesis

A. Manuscript/Article-Based Thesis Option

- At the option of the student and the committee, an alternate format permitting inclusion of a paper/papers published or prepared for publication in scholarly journals may be used.
- The decision to allow the inclusion of previously published or submitted work in a thesis is left to the candidate's degree-granting unit.
- If using multiple papers, the published or publishable work must be logically connected and integrated into the thesis in a coherent manner. Simply binding reprints or collections of publications together is not acceptable as a thesis in either format or concept.

B. Presentation of Articles and their Academic Context

- Published/publishable papers should be included in the thesis as appendices. Any paper or article that has been published or submitted for publication should reference the journal of submission so the reader can find the published article.
- However, in order to provide coherency, the thesis must also include chapters that present a summary of the research, an explanation of the student's contribution if it was not individual research, and an explanation of how this research contributes to the student's field.
- The committee will guide the student in presentation of this summary material.
- If references are cited in the thesis chapters, they should be reported in a References section that follows the chapters and precedes the appendices.

V. Other Considerations

A. Filing for Copyright
- While your thesis is your own intellectual property, you may elect to file the copyright with the Library of Congress to secure additional legal protection.
- For information about copyrighting, please review the information available on the Graduate College web site at https://grad.arizona.edu/gsas/dissertations-theses/about-copyrighting. There is contact information there for the copyright expert at the University Library should you have questions.
- When you submit your thesis for archiving, you will be asked whether you wish to file for copyright.
    i. If you decide to file for copyright, please be sure to use the correct version of the Statement by Author/thesis approval page.

ii. If filing for copyright, you will be charged a fee by ProQuest/UMI copyright for your thesis in your name.

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B. Use of Copyrighted Material
- Use of copyrighted material in your thesis, including illustrations, usually requires written permission from the copyright holder. Start this time-consuming process as early as possible. Play it safe and assume that you must obtain permission if the material is copyrighted.
- Notice of permission granted for the use of copyrighted material should either be included in the thesis (likely as an appendix) or be included in a supplementary file submitted with the thesis for archiving.
- The use of small fractions of a musical score or other document without explicit permission is governed by the concept of "fair use." Factors weighed in determining "fair use" include: the purpose of the use, whether commercial or nonprofit and educational; the nature of the copyrighted work; the amount and substance of the material used in relation to the entire work; and the effect of the use upon the potential market for or value of the copyrighted work. See The University of Arizona's Fair Use checklist for more information http://www.library.arizona.edu/services/faculty/scholcom/fairuse/.

C. Archived theses (UA Campus Repository)
- You can find theses and dissertations archived by past UA graduates in the Campus Repository maintained by the University Library at http://etd.library.arizona.edu/etd.

VI. Submission of the Thesis

A. Thesis Archiving Requirement
- A student who completes a master's thesis (with registration in course number 910) is required to have the thesis archived. The student has the option to temporarily or permanently restrict public access to the archived thesis.
- Archived theses are stored in two archives: the national archive maintained by ProQuest/UMI and the University of Arizona's Campus Repository.

B. Timing
- You will submit your thesis for archiving after you have successfully defended and gained final approval from your committee. If your committee requires you to make revisions following your defense, your revisions must have been completed and accepted by the committee before you submit the thesis.

- In order to graduate in a given term, you must submit your thesis by the graduation deadline published on the Graduate College site (https://grad.arizona.edu/gsas/degree-requirements/important-degree-dates-and-deadlines). This deadline is typically the last day of finals, but check the specific date published for your graduation term to be sure.

C. The Submission Procedure
- You will submit your thesis online via the submission web site: http://www.etdadmin.com/cgi-bin/school?siteId=63. This is not a UA site, so you will begin by establishing your profile in the submission system. Note that you must include your 8-digit UA student ID number in your profile.
- Once you have established your profile, you can follow the step-by-step instructions on the site to make your submission.
- Publishing option: You will be asked to select either Traditional or Open Access publishing.
  i. Traditional publishing: If you elect Traditional publishing, there will be no fees charged. With Traditional publishing, ProQuest/UMI will sell your thesis to a customer who requests it and will forward a very small royalty to you. Note that your thesis will be available for free in the University of Arizona Campus Repository if someone searches for it there.
  ii. Open Access publishing: If you elect Open Access publishing, you pay a fee to ProQuest/UMI, and they will then make your thesis available for free from their archive. Note: All theses and dissertations are available for free from the UA Campus Repository whether or not you pay for Open Access publishing through ProQuest/UMI.
- Copyrighting Option
  i. If you elect to copyright, ProQuest/UMI will charge you a fee and will then register the copyright in your name. (Please see section IV.A above for information about copyrighting.
- Your Degree Counselor in the Graduate College will review your thesis submission and will e-mail you to tell you whether any formatting changes are needed. Note that the e-mail will be sent to the address in your submission profile and may be caught in your spam filter.

D. Other Steps to Complete
  a. In addition to having the formatting of your submitted thesis cleared by the Graduate College, you need to complete the following:
    i. Submit your signed Distribution Rights form to your Degree Counselor in the Graduate College. You may bring the form to Room 316 of the Administration Building, fax it to (520) 621-4101,

or scan and e- mail it to your Degree Counselor. The Distribution Rights form is available for download from https://grad.arizona.edu/gcforms/academic-services- forms. This form may also be delivered as a hard copy, or it may be faxed or e-mailed.

    ii. Complete the Graduate College exit survey at http://grad.arizona.edu/academics/degree-certification/commencement/exitsurvey.

b. The thesis submission procedure is summarized at http://grad.arizona.edu/gsas/dissertaions-theses/submitting-and-archiving-your-thesis.

c. Your degree award will not be processed until you have completed the submission procedure.