



2009-2010 GRADUATE COLLEGE GUIDELINES FOR WRITING A A MASTER'S THESIS OR DOCTORAL DISSERTATION

The Graduate Faculty has authorized and the Graduate College will accept theses and dissertations prepared only in the following manner.

SUBJECT FORMAT

The Graduate College accepts either (1) the Standard Thesis or (2) the Journal Article Thesis.

Certain departments require the Standard Thesis format. Others require the Journal Article Thesis format. Some allow the student and studies committee to choose the most appropriate format. Consult your Graduate Program Coordinator for the format appropriate to your program. It is the student's responsibility to meet all departmental requirements. Do not follow the format of another thesis or dissertation.

STANDARD THESIS

The Standard Thesis is one in which the candidate describes his or her scholarly work in the main body of the thesis, including a complete review of the literature and an exhaustive discussion of methodology, results and conclusions. The use of appendices is discouraged in the Standard Thesis except where the material would obviously disrupt the underlying thread of progress in the main body. For example, the candidate would: derive equations in the main body but place a lengthy digital computer program in an appendix; describe an instrument's use in the main body but place manufacturer's drawings and specifications of the instrument in an appendix; give the primary tabulated results in the main body but relegate extensive tables of raw preliminary data to an appendix.

The Graduate College has authorized the use of Carole Slade's, Form and Style: Research Papers, Reports, Theses, 12th ed. (Boston: Houghton Mifflin, 2003) as the general guide for the preparation of theses and dissertations in the Standard Thesis format.

S:\grad\GradRequirements\Graduation Guidelines\MASTERSDOCTORALGUIDELINES2009.doc

For citation in "footnote/endnote" form, Slade follows The Chicago Manual of Style, 15th ed. (Chicago: University of Chicago Press, 2003). Students following Chicago will find an inexpensive and useful guide in Kate L. Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations, 6th ed. (Chicago: University of Chicago Press, 1996).

For the alternative "parenthetical" form of citation, Slade recommends the MLA Style Manual and Guide to Scholarly Publishing, 2nd ed. (New York: Modern Language Association of America, 1998). A similar guide for MLA is Joseph Gibaldi, MLA Handbook for Writers of Research Papers, 6th ed. (New York: Modern Language Association of America, 2003). For APA style format you will want the Publication Manual of the American Psychological Association, 5th ed. (American Psychological Association, 2001). These guides are available at the University Store and in the Reference Section of Bailey Howe Library.

Students must consult their department to determine whether Chicago, MLA or APA is the appropriate form of documentation for their discipline.

JOURNAL ARTICLE THESIS

The Journal Article Thesis includes one or more articles prepared according to the style requirements of a scholarly journal so that the article(s) is (are) suitable for publication. The article(s) should avoid extreme brevity and be understandable to the members of the candidate's thesis/dissertation committee even if this necessitates some elaboration of the standard article format; and the context for the article(s) as described below.

Specific requirements are:

1. The student must use the publication style of either (1) one of the discipline's reading periodicals or (2) the published standards of the professional association or discipline (e.g., Publication Manual of the American Psychological Association, or Council of Biological Editors [A.I.B.S.] Style Manual) for the article(s). Two or more articles included in the same thesis/dissertation may have different styles if written for different journals.
2. The Abstract is a summary of the entire thesis/dissertation.
3. The Citation page will give the literature citation for each published article included or specific information concerning submission for publication (i.e., name of journal and date of acceptance for publication or date of submission to journal). *The Citation page, if used, must be approved by the Graduate College. See required page.

4. The main body of the thesis/dissertation will include one or more articles in approved journal or periodical style. The following are also required: (1) a Comprehensive Literature Review to precede the individual articles to provide an integrated perspective to the total body of research and literature; and (2) a Comprehensive Bibliography, including all references in the individual articles as well as those from section one (1), the Comprehensive Literature Review.

5. Any article comprising a major portion of a thesis or dissertation must be the work of the student. The student must be the sole author or, if there is more than one author, the primary and first listed author of articles prepared for publication. In situations of more than one author, it is the responsibility of the studies/defense committee to determine that the research and writing is indeed that of the candidate for the degree.

NOTE: THE COMPREHENSIVE BIBLIOGRAPHY MUST BE IN ALPHA ORDER BY LAST NAME OF AUTHOR.

Each article will contain its own Reference section in addition to the Comprehensive Bibliography.

The Journal Article Thesis contains appropriate appendices needed for detailed and ancillary information required for completeness and explanation but not usually presented in a published paper.

The organization of a Journal Article Thesis/Dissertation is as follows:

- Title Page
- Acceptance Page
- Abstract Page - for entire thesis
- Citation Page - special requirements
- Acknowledgement Page
- Table of Contents
- List of Tables
- List of Figures
- Comprehensive Literature Review
- Article(s) - Format follows journals' specific requirements, including reference sections
- Comprehensive Bibliography - Alpha order by last name of author
- Appendices (at the end)

In all provisions except the Article(s) itself - which follows the format of a scholarly journal - the directives of the Graduate College, and Slade's Form and Style, or MLA, or APA shall govern the preparation of a Journal Article Thesis.

MECHANICAL FORMAT FOR STANDARD AND JOURNAL ARTICLE THESES

The Standard Thesis and the Journal Article Thesis differ in organization and placement of material, but not in overall content, scholarship, or clarity of presentation. Both plans have an identical title page, acceptance page, abstract, table of contents, and mechanical format (margins, pagination, etc.).

The candidate's major professor supervises the preparation of the thesis or dissertation. Regardless of style and format, all theses/dissertations must be prepared in accordance with accepted standards of academic integrity, including proper citation and attribution of all material that is not the original product of the writer.

When preparing theses/dissertations, candidates are expected to consult their major professor and thesis/dissertation committee regarding specific thesis preparation problems. Candidates also are responsible for consulting the Graduate College regarding University requirements and thesis/dissertation deadlines.

THE DEFENSE COMMITTEE CHAIRPERSON

The Chairperson must be:

1. A member of the University of Vermont Graduate Faculty,
2. Outside the candidate's department and program - This includes the faculty member's primary appointment and all secondary appointments!

Doctor of Education Students

The Doctor of Education spans the Departments of Education and Integrated Professional Studies, and therefore the Defense Committee Chairperson must be from outside these two departments.

Interdisciplinary Program Students

Biomedical Engineering, Cell and Molecular Biology, Materials Science, etc.

The Chairperson must be from outside the Graduate Faculty listed in your advisor's department (primary or secondary appointment).

BEFORE DEFENSE:

Once you have enrolled for the entire course and research credits required for your degree, the Continuous Registration Fee (GRAD900) must be paid each semester until you are completely finished with your paper, comprehensive exam, defense exam, etc. Enroll for GRAD 900 as you would any other course for each semester between completion of your credits, and defense of your thesis/dissertation.

In order to be eligible for a degree in a particular academic year, each degree candidate is responsible for *submission of the following*:

- Proof of successful completion of your Comprehensive Exam (GRAD 397/497). This should be completed before scheduling a format check.
- Defense Committee Membership form, at the beginning of the semester of your defense, or at a minimum of three (3) weeks before your defense.
- Public Defense Notice, at least three (3) weeks before your defense. You must schedule and confirm your location through the appropriate channels. The Graduate College posts notices in the Waterman Building, on the GRADNET listerv, and sends a notice to the chairperson of the defense to post. Degree Candidates are responsible for posting the notice in their department and related departments and programs.
- At least (3) weeks before your defense, the Title, Acceptance, Abstract and Table of Contents pages, as well as a random page of text (Citation page for Journal format only) for the Graduate College Format/Record check. The Table of Contents should be computer formatted and should include your text headings and lists of tables/figures.
- A defendable copy to each Defense Committee member at least 2 weeks before your defense.
- Intent to Graduate form to the Graduate College.

Take to your Defense:

- One letter quality acceptance page on acid-free 100% cotton fiber 20-24 lb. weight paper (Cranes or Strathmore preferred).
- Extra copies of your acceptance page for personal copy binding – on paper of your choice.

FORMAT INFORMATION

TITLE PAGE – Put your title in all capital letters. The degrees are conferred in October, February or May. A sample is enclosed in these guidelines.

ACCEPTANCE – Make sure the names are spelled properly. The date that appears is the date of your defense. A sample is enclosed in these guidelines.

ABSTRACT - This must be SINGLE-SPACED and only ONE (1) page in length. No page number appears on the abstract, though it acts as page “i”.

CITATION – See the Authorized Format that follows to see if this is required for you or not. This must be followed exactly as the instructions indicate. This would be page ii.

DEDICATION - Page is optional, and follows in this sequence.

ACKNOWLEDGMENTS – Is optional, and the pages would be double-spaced.

TABLE OF CONTENTS – Use computer software to generate your Table of Contents, List of Tables, and List of Figures. Neither “Abstract” nor “Table of Contents” should appear within your table of contents. See sample attached.

MAIN BODY – This must be DOUBLE-SPACED. Long quotations may be single-spaced (if approved by the department) or set in reduced type.

PAGE MARGINS - LEFT and BOTTOM = 1.50": RIGHT AND TOP = 1.00"
Note: You will want your page numbers on the bottom margin to not fall below 1”.

PAGE NUMBERING - Preliminary pages (Abstract “i” does not appear, but preliminary pages, ii, iii, etc. continue up to Main Body): Lowercase Roman numerals (ii) centered on the 1" bottom margin. Text pages: (Beginning with Main Body) Arabic numerals (1, 2) in the upper right-hand corner 1" inch from the top of the page and at the 1" right margin, *OR more commonly, centered on the 1" bottom margin.*

BIBLIOGRAPHY - Each reference may be single-spaced. Double-space between references, if approved by your Committee. A Comprehensive Bibliography is required for the journal format.

APPENDICES – Lettered A, B, C... Place at the end of the thesis/dissertation if needed.

AFTER DEFENSE

- After a successful oral defense you must submit the copies of your thesis/dissertation to the Graduate College within two to six weeks. The deadlines for submission of the final copies are found on the Graduate College website. There are no exceptions to these deadlines.
- It is highly recommended to bring an electronic copy of your thesis/dissertation on a cd or a thumb drive, and extra pages of your manuscript paper, so any errors can be corrected on the spot. Protect your copies when you bring them in. They may not be accepted if damaged or dirty.
- The original manuscript must be printed on a letter-quality printer on acid-free, 100% cotton fiber, 20/24 pound weight thesis paper. Crane's or Strathmore's brands are preferred and are carried at the University Store.
- Color copies and high quality photocopies of illustrations are permitted in the original manuscript as well as in the copies if approved by the Defense Committee.
- **PROOFREAD!** Watch for updates to page numbers and Table of Contents.
- Number of Final Copies Required by the Graduate College
 - Master's Thesis***
 - 1 original on acid-free, 100% cotton fiber paper (Crane's or Strathmore)
 - 2 copies on any copy paper
 - 3 acceptance pages (1 on original acid-free paper)
 - Doctoral Dissertation***
 - 1 original on acid-free, 100% cotton fiber paper (Crane's or Strathmore)
 - 3 copies on any copy paper
 - 4 acceptance pages (1 on original acid-free paper)
- When the copies have been accepted and approved by the Graduate College, the Dean will sign the acceptance pages.
- Personal copies may be sent for binding at the time that you are submitting your required copies. Be sure to bring extra copies of your acceptance page, and a separate check for binding.
- Pay your advanced degree fee at the time that you submit your paper.
- Submit your Survey of Earned Doctorates at the time you submit your paper.

GRADUATION DATES

The Board of Trustees grants degrees in October, February, and May.

In order to be eligible for a graduation period, **all degree requirements must be met by the dates specified in the deadlines**, including a successful defense and receipt of the final copies at the Graduate College.

Diplomas are issued only in May at Commencement. An official final transcript may be obtained through the Registrar's Office at any time after the graduation date.

TITLE Page- Set 1.50 left and bottom, and 1.00 inch margins for the rest. Spell check.
Balance the information on the page. *No page number should appear on this page.*

TITLE OF YOUR THESIS OR DISSERTATION

TITLE IN CAPITAL LETTERS
Center and double or single space title.

A Thesis (or Dissertation) Presented

Double Space
(Copy words exactly
as they appear)

by

Your Name

to

The Faculty of the Graduate College

of

The University of Vermont

Single space
and center

**In Partial Fulfillment of the Requirements
for the Degree of Master of... (or Doctor of)..
Specializing in...**

Break 3 lines as they appear

May, 2010

*Note: Degrees are granted 3 times a year by the Board of Trustees of The University of Vermont. Use October, February or May and year of graduation. This is the month and year of your graduation term, and not your defense date.

ACCEPTANCE Page for MASTER'S Degree

Use correct margins and balance the page. Spell check. No page number. Copy words exactly as they appear below.

Single space and begin each line at left margin = 1.5 inches; Do not hyphenate.

Accepted by the Faculty of the Graduate College, The University of Vermont, in partial fulfillment of the requirements for the degree of Master of ..., specializing in ...(.)

Thesis Examination Committee:

Indented. Use same tab settings; make lines of equal length based on longest name; equal spacing. Follow the order below.

Set tabs _____ **Advisor**

*Type name and highest degree
earned below each solid line*

_____ **Chairperson**

_____ **Dean, Graduate College**

Domenico Grasso, Ph.D.

Date of Defense

Date: April 1, 2010

NOTE: The Thesis Defense Examination Committee consists of a minimum of 3 individuals, at least 2 from the Graduate Faculty (including advisor). The Chairperson must be from outside your department and a member of the Graduate Faculty.

ACCEPTANCE Page for DOCTORAL Degree

Use correct margins and balance the page. Spell check. No page number. Copy words exactly as they appear below.

Single space and begin each line at left margin = 1.50 inches; Do not hyphenate.

Accepted by the Faculty of the Graduate College, The University of Vermont, in partial fulfillment of the requirements for the degree of Doctor of ..., specializing in ...(.)

Dissertation Examination Committee:

Indented. Use same tab settings; make lines of equal length based on longest name; Use equal spacing. Follow the order below.

Set tabs _____ **Advisor**

*Type name and highest degree
earned below each solid line*

_____ **Chairperson**

_____ **Dean, Graduate College**

Domenico Grasso, Ph.D.

Date of Defense

Date: **April 1, 2009**

NOTE: The Dissertation Defense Examination Committee usually consists of a minimum of 4 regular members of the Graduate Faculty. When appropriate, a non-UVM member or non-Graduate Faculty member may serve as an additional member on the committee if approved by the Graduate Dean. A written request from the advisor and a current curriculum vitae from the member are required by the Graduate College.

At least 2 Graduate Faculty members must be from inside your department not including your advisor. At least 1 member must be Graduate Faculty and from outside your department. This member will be approved as Chairperson by the Graduate Dean. Individual departments may require more than 4 committee members or have specific membership requirements. Psychology and Chemistry *may* require 5 members. Check with your department.

Notes on pages following your Acceptance Page

Abstract

1.50 left margin. Spell check. *NO PAGE NUMBER WILL APPEAR ON THIS PAGE.*

The abstract of a thesis or dissertation must be *single-spaced*, one page in length, and have no page number. Make sure you use spell check here and on all of the preliminary pages. This page may be in block format, have paragraphs, or indented paragraphs. All margins must be correct!

Citation(s)

A Citation page (for journal article only) must be approved by the Graduate College. If one is used it would be numbered ii and follow the Abstract.

Dedication

A Dedication page may be added and should be double-spaced. It is usually one page, and often only one or two sentences. It would follow the citation page if one is required.

Acknowledgements

If you do an Acknowledgements page, it will follow next and be double-spaced. It can be more than one page in length with each page numbered with a lower-case roman numeral, one inch from the bottom center of the page.

Headings

Be consistent with the use of bold, italicized letters and the use of capital or lowercase titles, headings and subheadings for these preliminary pages and text pages.

Incorrect Example

Abstract

Acknowledgements

TABLE OF CONTENTS

Correct Examples

Abstract

Acknowledgements

Table of Contents

-or-

ABSTRACT

ACKNOWLEDGEMENTS

TABLE OF CONTENTS

CITATION Page for JOURNAL Format

This page **MUST BE APPROVED** by the Graduate College at Format Check. Use correct margins. Spell check.

If one or more of these categories apply, complete the wording below. Follow a journal reference format you have adopted for your thesis or dissertation. See NOTE below.

Citation(s)

1.50 left margin

Material from this thesis (or dissertation) has been published in the following form:

Swenson, R.M.. (2006). The effect of eating New York Super Fudge Chunk on the productivity of graduate students. *Journal of Ice Cream Eaters*, 10, 235-255.

AND/OR

Material from this thesis (or dissertation) has been accepted for publication in (name of journal) on (month, day, year) in the following form:

Swenson, R.M.. (year, if known). The effect of eating New York Super Fudge Chunk on the productivity of graduate students. *Journal of Ice Cream Eaters*.

AND/OR

Material from this thesis (or dissertation) has been submitted for publication to (name of journal) on (month, day, year) in the following form:

Swenson, R.M.. The effect of eating New York Super Fudge Chunk on the productivity of graduate students. *Journal of Ice Cream Eaters*.

NOTE: This page may be used if the dates are **ON OR BEFORE** the day you submit your final copies. Any article comprising a major portion of a thesis or dissertation must be the work of the student. The student must be the sole author or, if there is more than one author, the primary and first listed author of articles prepared for publication.

Page number, Roman numeral
1.00" from bottom center

Sample Style - correct order and numbering. Be consistent with choice of lowercase or CAPS:

Table of Contents (or TABLE OF CONTENTS)

(Double space this page) 1.50 left margin	Page
Citation (Journal format only - must be approved by Graduate College)	
Dedication.....(optional).....	ii or iii
Acknowledgements (double spaced and optional).....	ii or iii
List of Tables.....(if applies).....	##
List of Figures.....(if applies).....	##
Chapter (Centered text heading: begin using arabic numbers for text)	
(Centered) 1. Introduction.....	1
(Side text heading) Theoretical Formulation.....	4
Purpose.....	8
2. Background of the Study	10
Review of Research.....	12
Agency Setting.....	14
(Paragraph text heading) Description of the study sample.....	16
Interview results.....	18
3. Analysis of the Data.....	20
4. Findings and Interpretations.....	22
References (Bibliography, Literature Cited).....	##
Appendixes (Lettered and at the end of thesis)	
A. Sample Letter.....	##
B. Summary Tables.....	24
(Number at least 1” from bottom center)	