Electronic Thesis and Dissertation Guidelines
2014 Edition

Please review these requirements before beginning the writing process. This will help you plan ahead and avoid missing important deadlines.
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This Electronic Thesis and Dissertation (ETD) Style guide is intended to assist you in the preparation of your Master’s Thesis or Doctoral Dissertation, in most cases the final requirement for your degree. The Graduate College at the University of Vermont expects specific requirements as to the format and appearance of its theses and dissertations; such requirements assure a standard of uniformity and aesthetic consistency commensurate with the rigorous academic principals of the University. Theses and dissertations completed in Masters and Doctoral programs are published by ProQuest (http://www.ProQuest.com/en-US/products/dissertations/graddefault.shtml) through an exclusive arrangement with the Library of Congress. These documents are also published electronically by the Digital Repository at the University of Vermont (http://scholarworks.uvm.edu), a free online archive of research done by members of the University community. This electronic process is the standard submission procedure for The University of Vermont theses/dissertations; the Graduate College will no longer accept hardcopy thesis or dissertation documents except in special circumstances at the discretion of the Dean of the Graduate College. Please read the full ETD policy here.

The flexibility of electronic publishing – fast becoming the standard for theses and dissertations – enables the Graduate College to determine its own standards, independent of the printing process. This guide will assist you in creating a thesis or dissertation that conforms to those standards. The University of Vermont entered into an agreement with ProQuest in November 2013. Under this arrangement, once students have completed a format check and successfully defended their thesis/dissertation, they will submit an electronic version of their thesis or dissertation directly to ProQuest/UVM online. Officials from the University of Vermont Graduate College will then review the document online and request revisions, if necessary. Complete submission procedures are located in Chapter 7: Submitting your Document.
CHAPTER 2: TIMETABLE & CHECKLIST

Plan Ahead
- Follow the guidelines listed in this handbook
- Submit the Defense Committee Membership Form for Graduate College approval at the beginning of the semester of your expected defense.
- Complete your departmental requirements for a comprehensive exam(s). Your advisor must notify the Graduate College in writing of the completion of the exam or the scheduled exam dates before you can schedule a format check.
- Review the degree requirements with your advisor and complete the Intent to Graduate Form. Submit this form electronically to the Graduate College, with a copy to your advisor.

At Least Three Weeks Prior to Your Defense
- Schedule your defense date, time and room (your Department Coordinator can help you with this)
- Submit an electronic copy of your Defense Notice to the Graduate College and submit a hardcopy to your department.
- Schedule a format/record check. Call the Graduate College at 802-656-3160. You will need to bring the following:
  - Hard-copies of your formatted preface pages (title page all the way through the first page of your first chapter), as well as a few random pages of the body of your paper. Pay particular attention to large graphs, tables, etc.
  - Defense Notice if you have not already provided it.

Two weeks Before Your Defense
- Submit an electronic copy of your defendable thesis or dissertation to all members of your defense committee for their review. Contact your department chairperson regarding the review period requirement.

After Your Defense
- Once all final revisions have been made, you must submit an electronic copy of your thesis/dissertation to the Graduate College within six weeks of your completed defense, or before the published Graduate College deadline – whichever comes first.
  - You will need the completed Electronic Thesis and Dissertation Rights and Permissions form, signed by your committee and advisor and converted into PDF in order to be able to submit your document online. Please bring this document with you to your defense for signature. In some cases, if there are revisions to be made on your document, the committee will keep this form and no sign it until revisions are to their satisfaction.
- The Survey of Earned Doctorates must be completed by all Ph.D. students online at https://sed.norc.org/doctorate/
Graduation Dates
The Board of Trustees grants graduate degrees each year in October, January and May. In order to be eligible for a graduation period, all degree requirements must be met by the dates specified in the deadlines. Graduate students are not permitted to take advantage of the “six credit walk policy.” This means you must complete all degree requirement including submitting a successfully defended thesis or dissertation before you can participate in a commencement ceremony. Your official transcript with the title and date of your degree may be obtained through the Registrar’s Office after any of the graduation dates. Diplomas are printed and mailed to the address on file after each graduation.

Deadlines
The Graduate College maintains deadlines for submission of theses and dissertations for each academic term. Students must submit their thesis or dissertation before the stated deadline in order to qualify for graduation in a given semester.

<table>
<thead>
<tr>
<th></th>
<th>October 2014</th>
<th>January 2015</th>
<th>May 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intent to Graduate Form</td>
<td>August 1</td>
<td>October 1</td>
<td>February 1</td>
</tr>
<tr>
<td>Format/Record Check</td>
<td>August 8</td>
<td>October 24</td>
<td>March 6</td>
</tr>
<tr>
<td>Submit Defense Notice</td>
<td>3 weeks prior to defense</td>
<td>3 weeks prior to defense</td>
<td>3 weeks prior to defense</td>
</tr>
<tr>
<td>to Graduate College</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral Defense of Thesis</td>
<td>August 29</td>
<td>November 14</td>
<td>March 27</td>
</tr>
<tr>
<td>Final Thesis/Dissertation to Graduate College**</td>
<td>September 19</td>
<td>December 5</td>
<td>April 10</td>
</tr>
</tbody>
</table>

** Your final thesis/dissertation is due to the Graduate College 6 weeks after successful defense, or by the deadline identified above, whichever comes first. For extensions beyond the six week deadline, the Graduate College requires approval from the Defense Committee Chair, however, the final deadline will never extend beyond the deadlines identified above.

Cost
The Graduate College charges a fee for costs associated with the ETD system. This fee is required by the Graduate College and includes the cost of handling, processing and archiving. Advanced Degree Fees will be charged to your student account upon turning in an Intent to Graduate Form at the following rates:

- Certificate*/Non-thesis Master’s- $10
- Thesis Master’s - $20
- Doctoral - $25
*If you are receiving a degree and a certificate, you will not be charged the additional fee for certificate.
Submission Checklist
Your complete electronic submission should include the following:

- A PDF document of your thesis or dissertation formatted according to the regulations set forth in this style guide and uploaded to www.etdadmin.com/uvm.

- A completed Defense Examination Record. Ensure the Chairperson of your committee submits a hardcopy of the Defense Examination Record on your behalf to the Graduate College within 3 days of completed defense.

- A completed and signed Electronic Thesis and Dissertation Permissions Form. This form will indicate your preferences regarding electronic publication of your thesis or dissertation and should be uploaded to ProQuest directly. This form does require the signature of your Advisor and needs to be in PDF format, please plan accordingly.

Paper Copies
The Graduate College no longer accepts paper copies. If you would like a personal copy, you still have several options if you would like to obtain a paper copy:

- You can order a hard bound copy printed on 100% cotton-acid free paper through ProQuest during submission. The approximate cost is $55.

- You can take a paper copy to the University Underground Printing, where it can be bound with a fast back-style binding in black, blue or green (approximate cost for 200 page document is $4.50).

- You can have a local copy center bind it for you (Kinko’s, Staples, etc. at variable costs).

- You can access a PDF of your document at any time on the ScholarWorks website (http://scholarworks.uvm.edu).
Thesis and Dissertation/Graduation Checklist

- Become familiar with the format requirements and deadlines outlined in UVM’s Electronic Thesis & Dissertation Guidelines.
- Submit a Defense Committee Membership Form for Graduate College approval at the beginning of the semester of your expected defense.
- Complete your department’s requirements for a comprehensive exam.
- Submit Intent to Graduate Form electronically prior to established deadline.
- Notify your department coordinator that you intend to graduate.
- Review your transcript with your department coordinator and/or advisor to ensure you have met all requirements to graduate and that all grades have been submitted.
- Select a date and time and reserve a room for your defense. Submit an electronic copy of your Defense Notice to the Graduate College at least 3 weeks prior to your defense.
- Schedule a Format/Record Check before deadline by calling the Graduate College at 802-656-3160. You will need to bring a hardcopy of your formatted preface pages (title page all the way through the first page of your first chapter), as well as a few random pages of the body of your paper. Pay particular attention to large graphs, tables, etc.
- Two weeks prior to your defense submit an electronic copy of your thesis/dissertation to all members of your committee for review.
- Defend your thesis/dissertation before the semester deadline.
- Ensure the Chairperson of your committee submits a hardcopy of the Defense Examination Record on your behalf within 3 days of completed defense.
- Complete the Electronic Thesis and Dissertation Rights and Permissions form, signed by your defense committee and advisor and converted into PDF format. This form must be submitted within six of your completed defense, and before the Graduate College deadline (whichever comes first). This form should be uploaded directly to ProQuest.
- The Survey of Earned Doctorates must be completed by all Ph.D. students online.

You can order bound paper copies through ProQuest, University Underground Printing or a local copy center. Copies are responsibility of the author; the Graduate College does not provide copies of your thesis.
CHAPTER 3: SELECTING A DEFENSE EXAMINATION COMMITTEE

It should be noted that the Defense Examination Committee is different from the Studies Committee which is appointed by the student’s department chairperson or graduate program director. The Studies Committee consists of at least four regular members of the Graduate Faculty. The chairperson of the Studies Committee serves as the student’s academic advisor and also as the dissertation advisor or supervisor. Your studies committee and your defense examination committee need not be the same.

Masters

Your defense examination committee will require a minimum of 3 members including an advisor and a chairperson. Your advisor and the chairperson must be UVM graduate faculty. The chairperson must be from outside your advisor’s department and in a graduate program including primary and secondary appointments. All members must be present at the defense unless permission has been granted in advance by the Graduate College for participation via skype or teleconferencing. Original signatures will still be required on the defense exam record if a member teleconferences in, please plan accordingly. The chairperson must always be present at the defense. Your defense examination committee must be approved by the Graduate College. You must submit a Defense Examination Committee Membership Form at the beginning of the semester you plan on defending.

Doctorate

Your defense examination committee will consist of a minimum of 4 members of the University of Vermont Graduate Faculty including an advisor and a chairperson. At least two members must be from inside your department. The chairperson must be from outside your advisor’s department and graduate program including primary and secondary appointments. 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 current curriculum vitae from the member are required by the Graduate College. All members must be present at the defense unless permission has been granted in advance by the Graduate College for participation via skype or teleconferencing. Original signatures will still be required on the defense exam record if a member teleconferences in, please plan accordingly. The chairperson must always be present at the defense. Your defense examination committee must be approved by the Graduate College. You must submit a Defense Examination Committee Membership Form at the beginning of the semester you plan on defending.

Exceptions: Check with your department for specific requirements concerning your committee, advisor, and chairperson. Individual departments may require more than 4 committee members or have specific membership requirements. Psychology and Chemistry may require 5 members. The Doctor of Education spans the Departments of Education and Integrated Professional Studies; therefore the Defense Committee Chairperson must be from outside these two departments. For Interdisciplinary Program Students (Bioengineering, Cell and Molecular Biology, Materials Science, etc.) the Chairperson must be from outside the departments listed in your advisor’s primary or secondary appointments. History/Historic Preservation students should select their chairperson from outside these departments.
Thesis/Dissertation Advisor

This advisor is typically your scholarly mentor - a faculty member in your program who works most closely with you as you proceed through all phases of your research. Your advisor usually has specific expertise in the field of your scholarship and offers guidance in the structure, content and methodology of the work. The advisor also assures that you are aware of current standards for the actual thesis or dissertation manuscript, its organization and format. The additional members of your thesis/dissertation defense committee are typically selected based upon specific types of expertise they hold as well. For example, you may identify a faculty member who has worked extensively with a certain type of experimental design that you are using, or perhaps the individual's scholarship has adopted a different but complementary theoretical perspective. In any case, the committee member might help you consider alternative or more in-depth ways of thinking about certain aspects of your scholarly project.

Role of the Chairperson

The defense examination committee chairperson serves quite a different role. First and foremost, the chairperson is responsible for assuring that the procedures and standards of UVM's Graduate College are met as you complete and defend your thesis/dissertation. This helps to ensure that the UVM degree you earn reflects some common standard of accomplishment across the University. The chairperson is the objective "outsider" (vis-a-vis your program) capable of ascertaining that the thesis and defense are meeting university-wide standards and guidelines. At the same time, the chairperson is there to assure that you, the student, are receiving full and fair attention from the committee--the sort of opportunity and treatment that is due each and every student in UVM's Graduate College. Essentially, the chairperson serves a dual purpose, as a student advocate, and as a bearer of standards for the College as a whole.

A student may choose to identify a chairperson who also has scholarly expertise closely related to the thesis/dissertation; this can be helpful but it is not necessary. In fact, interesting and important contributions can be made by a chairperson who has considerable distance from the field of inquiry. Approaching the issues from a different discipline, an individual can ask insightful questions and offer innovative perspectives that may be overlooked by those who have long been immersed in the traditions.

Advice

Be thoughtful and creative as you work to assemble your defense examination committee. Consider your own background - its strengths and its gaps - as well as those of your advisor; ask yourself what sorts of support you would find helpful (scholarly, motivational, practical, psychological, etc.) and try to identify committee members who can contribute accordingly. Then relax and take advantage of the different skills and insights your committee members can bring to bear on your work. The system is designed to support the development of first-rate scholarship on your part.
There are several steps that you need to go through before you begin formatting your thesis/dissertation.

1. **Take note of the published deadlines.** These deadlines indicate the date by which your academically complete document must be submitted to the system. An academically complete document is one to which all examining committee-ordered revisions have been made. Any formatting changes requested by the Graduate College can be made after the ETD editors evaluate your document during the submission process. Your document is not considered officially complete until all revisions have been made, including any Graduate College formatting requests.

2. **Understand the formatting requirements in this document, the University of Vermont ETD Style Guide.** Do not use a previously published University of Vermont thesis or dissertation guidelines as a model. Format requirements may have changed, and the model may not be appropriate for your discipline or needs. Please note that the formatting requirements of the Graduate College supersede guidelines in any other style manual. You may wish to make use of the MS Word ETD Templates that the Graduate College has created. These documents are pre-formatted to Graduate College formatting standards. A LaTeX template is also available on the Graduate Student Senate website.

3. **Choose an appropriate style manual.** The ETD Style Guide does not offer guidelines for formatting all elements of the document; it only outlines elements required by the Graduate College at the University of Vermont. For all other elements, please default to the standard style manual in your discipline. To determine the preferred style in your discipline, consult your advisor or program. Refer to a style manual for systems of scholarly reference, setting off direct quotations, numbering figures and tables, presentation of data, and similar features. For example, a psychologist will use the APA (American Psychological Association) manual; a student of literature, the MLA (Modern Language Association) manual. Link to APA and MLA

4. **Obtain written permission (if needed) for using copyrighted material.** The U.S. Copyright Act of 1976 established the concept of “fair use” of copyright material in published work, but it does not provide absolute guidelines. Although ProQuest will publish your dissertation, ProQuest does not have the responsibility of seeking permissions for you. ProQuest uses the Chicago Manual of Style definition of “fair use”. You should become familiar with the concepts outlined there. Generally, the use of a complete unit (a poem, journal article, photograph, map, letter, and so on) requires permission. It is more difficult to define at what point a lengthy excerpt exceeds fair use. Good judgment will tell you that reproducing a significant portion of another author’s work is not “fair”. However, be aware that “fair use” also touches on scholarly ethics and the use of which the quotation or excerpt will be put in your work. Another author’s work should not be used as a substitute for your own analysis and argument. When in doubt, seek permission; it is usually granted. For a sample letter requesting reprint permission, please see Chapter 9: Sample Pages.
5. Work with your advisor and/or defense examination committee to obtain permission before conducting research involving human and animal subjects or certain hazardous materials. Prior to undertaking research using human subjects, you will have had to seek and obtain approval from the Institutional Review Board (IRB) (http://www.uvm.edu/irb/). All vertebrate species research must be pre-approved by the Institutional Animal Care and Use Committee (IACUC) (http://www.uvm.edu/iacuc). If your research involves hazardous materials – biological or chemical agents or recombinant RNA/DNA – you must have approval from the appropriate university committee(s) and campus Department of Environmental Health and Safety (http://www.uvm.edu/safety/).

6. Obtain editorial, proofreading, or typing assistance. If you hire someone to prepare your draft, you should provide them with the URL of this ETD Style Guide, and discuss special disciplinary requirements for your work. Remember to engage an individual early. You should also prepare a list of correctly spelled and hyphenated technical terms and foreign words for the typist, since standard dictionaries or computer spell-check utilities will not generally include such terms. The University of Vermont offers assistance through the Writing Center (http://www.uvm.edu/wid/writingcenter/). Please remember that the ultimate responsibility for the language, style and grammatical correctness of your thesis/dissertation, including editing and proofreading, rests with you, the author.

7. Investigate possible patent and public disclosure issues. A significant number of invention disclosures submitted by graduate students are related to materials contained within that student’s thesis or dissertation. If your thesis or dissertation describes new technology, any publication (digital or otherwise), presentation or public posting – such as submission to ProQuest or ScholarWorks, the Digital Repository at the University of Vermont – may be considered a “public disclosure” of the invention. If such public disclosure is made prior to applying for a patent, certain patent and intellectual property rights may be compromised. It is the responsibility of the author of a work submitted to the Electronic Thesis and Dissertation Program at the University of Vermont to notify the Office of Technology Commercialization (http://www.uvm.edu/umvinnovations/) of such submission if the work has been, or will be, submitted in part or in its entirety as an invention disclosure. Additionally, an invention disclosure form will be required at the time of upload if an embargo has been requested.
CHAPTER 5: PREPARING YOUR DRAFT

The University of Vermont Graduate College is now only accepting theses and dissertations in electronic format; this ETD Style Guide is focused on assisting your preparation of an electronic file that conforms to the standards set by the Graduate College. It will be submitted directly to ProQuest online and will be evaluated by the Graduate College online.

**Basic Format Requirements**

The final electronic file that you submit to ProQuest and the Graduate College must meet the following conditions:

- Submitted in PDF format
- Use Times New Roman or approved Serif font (Book Antiqua, Garamond etc.)
- Use 10 or 12 point font.
- Have correct margins, line spacing, page numbering, and page layout.

The Graduate College has developed thesis and dissertation templates for users of Microsoft Word. These templates can serve as a guide for students creating an acceptable thesis or dissertation document, and are available on our website.

**Subject Format Requirements**

The Graduate College accepts either (1) the Standard Thesis or (2) the Journal Article Thesis. Consult your faculty Graduate Program Coordinator for the format appropriate to your program. It is the student's responsibility to meet all departmental requirements. Do not assume you may 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.

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

The Graduate College has authorized the use of Slade and Perrin’s *Form and Style: Research Papers, Reports, Theses, 13th ed.* (Boston: Houghton Mifflin, 2008) as the general guide for the preparation of theses and dissertations in the Standard Thesis format. The guide incorporates form and style for MLA (Modern Language Association), APA (American Psychological Association) and Chicago Manual styles.
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) described as follows:

Specific requirements:

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 article must include an abstract, which 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 example in Chapter 9: Sample Pages.

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 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.

Each article will contain its own reference section in addition to the comprehensive bibliography. The comprehensive bibliography must be in alphabetical order by last name of author.

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. Consult your faculty program coordinator or advisor for program specific requirements.
The organization of a Journal Article Thesis/Dissertation is as follows:

1. Title Page
2. Abstract Page - for entire thesis
3. Citation Page - special requirements apply
4. Acknowledgement Page (optional)
5. Table of Contents
6. List of Tables
7. List of Figures
8. Comprehensive Literature Review
9. Article(s) - Format follows journals' specific requirements, including reference sections
10. Comprehensive Bibliography - Alphabetical order by last name of author
11. 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 theses have an identical title page, abstract, table of contents, and mechanical format (margins, pagination, etc.).

**File Format**
ProQuest requires that the final thesis/dissertation document is submitted in Adobe Portable Document Format (PDF). Microsoft Word (.doc) and Rich Text Format (.rtf) files are easily convertible to PDF documents using conversion utilities provided by Adobe (http://www.adobe.com) and on the ProQuest thesis submission site. A full-function tryout version of Adobe Acrobat (PDF creation software) is available at http://www.adobe.com/products/acrobatpro/tryout.html.

Microsoft software, including Microsoft Word, is widely available, and is present on most UVM computers. Most commercially available word processing software packages, including WordPerfect (versions 6.0 and above) have the capability to save in Rich Text Format (.rtf); this is a text-based format that allows for the use of features such as bolding, italics, and underline. LaTeX and other technical software packages often have PDF creation utilities bundled with them or available as an add-in. The PDF document that ProQuest receives is the document that will be published; take appropriate steps to ensure that the PDF you submit accurately reflects your work.

No matter what method you choose for preparing your draft, it is imperative to back up your work in at least two different places. The Graduate College recommends an external hard-drive as well as a web or cloud-based back-up.
Font/Type Style

The same font should be used throughout the thesis/dissertation, for text, headings, captions, labels, and references. The Graduate College requires a Serif font and strongly recommends using Times New Roman 10 or 12 point font. Tables, captions, and footnotes can be in a 10 point font. An exception to this rule is that you may create chapter and section headings that are two or three points larger than your standard typeface at your discretion. While the Graduate College strongly recommends Times New Roman, the following serif fonts are also acceptable:

- Baskerville
- Book Antiqua
- Garamond
- Georgia
- Palatino

LaTeX Users: The Computer Modern fonts in LaTeX are in most cases acceptable substitute for the above fonts. Please keep in mind, however, that other defaults, including margins and headings in technical software such as LaTeX may not conform to Graduate College Standards. For symbols, use Symbol 12 or a symbol font compatible with your base font. Most word processors include basic character fonts.

Margins

Each page must have a 1.5” left-hand margin, and a 1” top, bottom and right margins. Most word-processing packages provide a style or template that will set these automatically for your document. Please note that all pages must meet these requirements, including the title page, illustrations, tables, appendices, and curriculum vitae.

Justification

Type may be left justified, which leaves a “ragged right” margin or may be full-justified, which establishes even margins on the left and right (as is used in this manual). You may wish to consult with your department as to the standards in your discipline.

Line Spacing

Each page must be double-spaced, with the following exceptions:

- Front matter such as the title page, abstract, table of contents, lists of tables and figures must be single spaced.
- Tables within the text must be single-spaced.
- Definitions within glossaries or questions within surveys must be single-spaced, but double-spaced between entries. Scholarly references – footnotes, endnotes, bibliography or list of references – may be single-spaced, but double spaced between entries.

Page Number Placement

Preliminary pages appear in lowercase Roman numerals (abstract is “i” but does not appear on the page. All other preliminary pages continue with ii, iii, iv … up to the main body). These numbers are centered above the 1” bottom margin. Text pages (beginning with the first page of your first chapter) appear centered above the 1” bottom margin in Arabic numerals (1, 2, 3 …). An additional option that is less common, but optional, is to place these numbers in the top, right hand corner located exactly 1” from the top of the page and 1” from the right margin.
On landscape-oriented pages containing graphs, figures, photos, or illustrations, the page number should be centered 1” above the bottom margin.

**Headings**

Headings should be consistent throughout the paper with the use of bold, italicized letters and the use of capital or lower-case titles.

<table>
<thead>
<tr>
<th>Correct Example:</th>
<th>Incorrect Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
<td>ABSTRACT</td>
</tr>
<tr>
<td>Acknowledgements</td>
<td>ACKNOWLEDGEMENTS</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Table of Contents</td>
</tr>
</tbody>
</table>

Always use the headings system to separate and classify the different sections of the paper. Whether you use APA, MLA or Chicago Manual Style, keep your heading system consistent throughout your paper.

**Tables & Figures**

Captions are placed above the table and are single-spaced. Captions are placed below the figure and are single-spaced. Captions should be a clear, concise phrase. Tables and figures may be included in text or precede the bibliography. Consult the requirements of your discipline. For example, for Psychology students, tables and figures follow conclusions unless inserted in the text.

**Chapters**

Begin each chapter on a new page and number the page consecutively. Do not use a secondary page numbering system for sections within chapters.

**Front Matter**

The formal elements are described below. The Abstract, Title Page, Copyright Page, and Table of Contents must be formatted in the method described; other pages, as long as they adhere to the previously stipulated requirements (font, margins, justification, etc.) may be designed as the author deems appropriate. Below is the required order of the formal elements of the dissertation.

1. Title Page
2. Copyright Page
3. Abstract
4. Citation Page
5. Dedication Page
6. Acknowledgement Page
7. Table of Contents
8. List of Tables
9. List of Figures
10. Body of Text
11. Bibliography
12. Appendices
13. Glossary
**Title Page**

The title page is required and must appear first with no page number. It MUST include the following information:

- The full title of your thesis/dissertation in capital letters and single spaced
- Your name as it appears in university records
- The month and year (separated by a comma) in which you will be receiving your degree (January, May or October)
- Names of all of your committee members

Word your title carefully. Electronic databases, citation indices, and bibliographies search using keywords, so choose terms that accurately reflect the content of your thesis/dissertation. Do not use abbreviations and balance the information on the page. See a sample title page.

**Copyright Page**

Copyrighting your work is highly recommended, though not required. If you choose to include a copyright page, it is not numbered. Both master’s degree and doctoral candidates may register their copyright on theses or dissertations. This can be done through the electronic submission process (via ProQuest) or through the Library of Congress. Follow the directions on the ProQuest website when you submit your document to have ProQuest register copyright on your behalf, or visit [http://www.copyright.gov](http://www.copyright.gov) for information on registering directly with the United States Copyright Office. For the copyright page include the following information, centered on the middle of the page.

Example:

© Copyright by
[Your Full Name as it appears in University records]
[month and year of your degree]

**Abstract**

An abstract is required; not numbered; single-spaced and only one page in length. Your abstract provides a summary of the thesis/dissertation, and conveys the essence of your work to those who may not wish to read the entire document. Abstracts include a statement of the problem, a summary of methods or procedures, the results, and the conclusions. It is officially page “i” but it is not labeled.

**Citation Page**

A citation page must be included if you have submitted an article of your work for publication before the thesis has been submitted. If this is the case, complete a citation page based on the appropriate category listed below. 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 the primary and first listed author of articles. This page must be approved by the Graduate College during the format check.

**CITATION(S)**

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

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:


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:


The format of this page must be followed exactly as the instructions indicate. In this example, this page would be page “ii” and would be labeled as such.

Dedication Page

This page is optional, and is typically one or two sentences, double-spaced, and is numbered with lower case roman numerals.

Acknowledgement Page

This page is optional, can be up to a page and a half in length, and is numbered with lower case roman numerals.

Table of Contents

A Table of Contents is required for all theses and dissertations. Neither the “Abstract” nor the “Table of Contents” should appear within your table of contents. This page is numbered and should continue in sequence using lower case roman numerals. Most word processing software will allow you to mark each chapter heading and subsection in the text and then generate a table of contents automatically with correct page numbers retained. You may single-space between chapter subheadings, but must double-space between chapters or major sections.

Please note that the numbering of the entries in the table of contents must be consistent with any numbering system used in the text. To reiterate, if you number subheadings within chapter 1 as 1.1, 1.2, and so on, this same numbering must be used in the table of contents. However, you do not need to number or label subheadings.

List of Tables and/or Figures

These pages are optional. Refer to your discipline-specific style guide or consult with your department coordinator if this list is necessary. If including this list, number pages with lower case roman numerals continuing in sequence.
Body of Text

Begin page numbering with Arabic numeral 1 and number all subsequent pages consecutively to the end. Page numbers are centered at the bottom of the page, above the bottom 1” margin. The body of the thesis/dissertation should be double-spaced with each new chapter beginning on a new page. Long quotations may be single-spaced (if approved by the student’s department).

Images/Photographs

Theses and dissertations are only accepted electronically. All images, (photographs, plates, and illustrations) must be included in the electronic file. Images can be uploaded using a scanner, copying from another digital format or another method of reproduction. Most word processing programs, including MS Word allow you to embed objects such as images into the text.

Other Multimedia

Some theses/dissertations will include video, audio, or another multimedia component. These materials should be converted into digital format (MP3 or WMA for audio files, MPEG, AVI or QuickTime for video files). You can then upload to ProQuest using the electronic submission process. If these materials cannot be submitted electronically, you cannot include them in your thesis/dissertation.

Captions

All images and multimedia submissions must be identified by captions, preferably on the same page. If the visual component is too large or the caption is too long for both to fit on the same page, the caption should appear on the preceding page. You may place several captions (clearly labeled) on one page, to be followed immediately by the several figures, tables, images or other multimedia material.

Bibliography

A Comprehensive Bibliography is required for all formats. References should be single-spaced. It is standard in some disciplines to double-space between references, check with your committee.

Appendices

This is optional if needed. You may have multiple appendices, which must be labeled consecutively (A, B, C, etc. or I, II, III, etc. as appropriate). Be sure to include all appendices in your table of contents. If appendices are used, scanned materials reproduced from other sources (with permission) must meet the same formatting requirements as the rest of the paper. Reproductions from books, journals, maps etc. must be appropriately sized and legible. Residual shadows from page edges that may be created in the process of scanning are not acceptable. Check with your department, committee, or style guide if references for your appendices go into your bibliography or stay in the appendix, as this rule shifts by disciplines.
CHAPTER 6: FORMATTING YOUR DOCUMENT WITH WORD

This chapter is intended as a resource to assist you in formatting your thesis or dissertation document using Microsoft (MS) Word. In this section, we address many of the technical issues that students have with formatting their document; this includes setting font, margins, and justification, as well as the method for using multiple page numbering schemes within a single document. For purposes of this tutorial, MS Word 2010 is used. (Versions will differ by year).

Margins

The Graduate College requires that each page of the thesis or dissertation must have a 1.5” left hand margin, and a 1” top, bottom, and right margins. To set the margins of your document follow these steps. (Note: if changing margins after creating document sections, opt to change margins for the whole document when prompted)

1. Click Page Layout on Ribbon
2. Then click on Margins
3. Click Custom Margins at the bottom of the drop down menu
4. Enter the required values in each field
5. Click OK

Font

To change your font, follow these steps:

1. Select the text that you would like to change. If you want to change the entire document, click editing on the far right side of the home menu bar. Click select and then select all.

2. Click home on the top menu ribbon. You should see the default font of the document in the toolbar window (usually Calibri or Times New Roman). Click on the down arrow to select an approved Serif font. The Graduate College prefers Times New Roman

Justification
In thesis/dissertation documents, text may be left-justified, which leaves a “ragged-right” margin, or text may be full justified, which creates even margins on the left and right sides of the page. To change the justification, follow these steps:

1. Select the text for which you want to change justification. If changing the justification for an entire document, click Editing on the far right side of the home ribbon. Click select and then select all.
2. Click home on the top ribbon
3. In the center there are icons of horizontal lines. The button on the left (with an uneven right side) is for LEFT justification. The button on the far right (with the even lines) is for FULL justification.

Page Numbering

This is often the most difficult part of formatting a thesis or dissertation. The Graduate College requires the following three page numbering schemes in each thesis/dissertation:

1. No page numbers: Title Page, Copyright Page, Abstract
2. Lower-Case Roman numerals (i, ii, iii, iv, v, vi) for preface pages (Citation Page, Dedication Page, Acknowledgement Page, Table of Contents, List of Tables/Figures)
3. Arabic Numerals (1, 2, 3, 4) in the Main Body, References, Bibliography and Appendices.

In MS Word, page numbers are properties of document subdivisions, called sections. One Word file (a single document) can have an unlimited number of sections. For a University of Vermont thesis/dissertation, you’ll need three different page numbering schemes; meaning you will need to divide your document into three sections.

Inserting Section Breaks, dividers between sections, is easy. MS Word documents, by default, contain only one section. We will insert two breaks, to divide the document into three sections, each of which will have a different numbering scheme. First, divide the document into sections and then insert the page numbers.

The first section break is located after the abstract, before the front matter:

1. Place your cursor at the bottom of the abstract page (about 9” down).
2. Click Page Layout on the top ribbon
4. From the drop down menu, select *Continuous* (in the *Section Breaks* portion of the menu.)

![Section Breaks](image)

**NOTE:** If you switch to draft document view you can see which section breaks exist in your document. To do this, click the *View* tab then *Draft* in the *Document Views* section. You can also delete breaks in this view. To do this, highlight the break in the document and press the backspace or delete key.

![Draft View](image)

5. After inserting your first *Break*, your document should be divided into two sections – one for the Title Page, Copyright Page and Abstract, and one for the remainder of the document. You should notice no formatting differences between sections at this point.

6. Repeat this process on the last page of your “Front Matter” (everything from the page *after* the Abstract up to the page *before* the first page of your first chapter) to create a break between the Front Matter and the Main Body Text of your thesis/dissertation.

7. You should now have three sections in your document.

**Inserting page numbers:**

This process can be a bit counter-intuitive, as you are not simply numbering everything consecutively.

1. First, go to the top of the first page of your document.
2. Click the *Insert* tab on the ribbon[ and select *Page Numbers*.](image)
3. Choose Bottom of Page from the drop down menu, as well as Centered for the page number location.

4. The Header & Footer bar pops up at the top and you will see a section on the right that says Header from Top and Header from Bottom. Leave Header from Top at 0.5”, and change Header from Bottom to 1”.

5. Selecting your preferred placement should insert Arabic page numbers throughout your entire document, from Title page through Appendices. (We’ll be changing the number format to non-numbered, Roman Numerals and Abstract for each section soon.)

6. This is the counter-intuitive part – one would think that it would be enough to simply go to each Section and change the format, but this is not so. Each student’s headers and footers are linked to each other, so that a change made in section one’s footer carries through to the footers of each subsequent section. This makes changing page numbering for each section tricky. What we need to do is un-link the footers and/or headers before we try to change the page number format.

7. First, go to the beginning of your second section, which will be the beginning of the Front Matter (probably your Citation Page, Dedication, Acknowledgement or Table of Contents if none of the previous listed applies to your thesis/dissertation).

8. Double click near the page number. Your document should go gray, and you’ll see text boxes at the top and bottom of the screen.

9. The header/footer view also shows the linked status of the header/footer. On the top right corner of each header/footer box, you will see Same as Previous. This indicates that the footer format is linked to the previous section’s format. The Link to Previous button (shown below) is in the center of the Header & Footer Tools ribbon. It should be depressed by default. Click on the Link to Previous button to un-select it. Your
section two page numbers will now be disconnected with the first section’s formatting.

10. Repeat this action on the first page of your Main Body text: double click near the page number and un-select the *Link to Previous* button in the *Header & Footer Tools* ribbon that appears at the top. This will disconnect the header of section three from that of section two.

11. Now we can change the format of each section’s page numbers. For section one (Title Page, Abstract, etc.): double-click on the page number to go to the Header/Footer view on the first page of the section. Simply delete the page number from the footer. There will be no page numbering on these pages.

12. For section two: click the *Insert* tab on the ribbon and then click *Page Numbers* on the first page of Section two.


14. For this section, select *Roman Numerals* from the drop-down *Number Format* menu. Click *Start at* under *Page Numbering* and type “ii” if it is not already there. Press *OK*. 
15. For section three, go to the first page. Click the Insert ribbon. Click Page Numbers and then select Format Page Numbers in the drop down menu. In the new window that appears, change the Number Format to Arabic Numbers. Select Start at under Page Numbering and type “1”, if it is not already there. Press OK.

Avoiding “Widows” and “Orphans”

A “widow” is a short line or single word ending a paragraph at the top of the next page. An “orphan” is a heading or subheading that appears at the bottom of a page with the text beginning on the following page. These are not desirable for reasons of aesthetics and readability, although they are not prohibited. Word processing software can be set to avoid both “widows” and “orphans” automatically.

Hidden on the ‘Line and Page Breaks’ tab of the Word paragraph formatting dialog are four useful options to control pagination in a document that flows onto two or more pages. The first is perhaps the least obvious – Widow/Orphan Control. If you have a paragraph of two or more lines, then you can control what happens if that paragraph is split over a page break. Without Widow/Orphan control, the paragraph will happily end up with one line on each page. Turning on Widow/Orphan control prevents a line being marooned on page 1 with the rest of its lines on page 2.
Creating a Table of Contents:

1. Type out “Table of Contents” in your document. Leave space after to insert your table.
2. Place the cursor where you would like to insert your table and select the References tab.
3. Under References select Table of Contents.

4. Select the design that fits into the requirements mandated by your discipline.
5. Find the first section/title and place the cursor at the beginning of it.

6. Open the references tab once again. Select add text. Choose if the section will be a main, sub, or sub-sub heading; this is done by selecting level 1, 2 or 3 in the drop down menu.(Level one being main, level two is sub and three being sub-sub).

7. Repeat step 5 and 6 for the remaining levels of the Table of Contents.
CHAPTER 7: SUBMITTING YOUR DOCUMENT

The University of Vermont has entered into an agreement with ProQuest to accept theses and dissertations electronically. Following this style guide, you will be able to produce a document that is appropriate for submission to the University.

To begin the process of electronic submission of your thesis or dissertation, double check that your electronic file is in the proper Adobe Portable Document format (.pdf), and that it conforms to the appearance standards set forth in this guide. You may only begin the submission process after you have completed:
1. a format check,
2. after your defense has been completed and,
3. the Defense Examination Record has been submitted to the Graduate College.

You may not submit a “draft” of your thesis or dissertation to the ETD system; the document you submit must be identical to the one your committee has approved. Any thesis or dissertation submitted before the receipt of the Defense Examination Record will not be evaluated by the ETD editors.

When you have completed the formatting of your document and confirmed the submission of the Defense Examination Record, visit the ProQuest submission site at: http://www.etdadmin.com/UVM And follow the steps below:

1. Create an Account:
   • On the right hand side of the screen click Submit My Dissertation/Thesis in the Ready To Begin box.
   • On the login screen click Create an Account in the New User? box. You will be prompted to enter an email address and some additional information.
   • After you enter this information, a verification e-mail will be sent to the account you specify.

   ![Create an Account](image)

   ![Submit My Dissertation/Thesis](image)
• Activate your account by following the link included in the email. Here is what the message will look like in your email. Click *confirm your account* to activate your ETD account. The link will take you back to the login page.

2. Log in:
   • Once you have created your account, you can log-in and begin the submission process. This is a simple process that should take approx. 30 minutes to complete.

3. Before you begin please be sure you have the following information, then click *continue*. Convert your document to PDF:
   • If you have not already created a PDF document, you can use ProQuest’s Word-to-PDF conversion tool to create one. This tool is located under the tab “PDF Conversion”. The conversion tool will make a Microsoft Word document, or an RTF document, and convert it to PDF for you. It is very important, though, for each person to review the resulting PDF, to make sure there were no formatting issues or other problems that occurred in the conversion process. (NOTE: you must also make sure that all fonts are embedded in the PDF and that the PDF securing settings allow printing and modification of the document. Both are critical to the publishing process.) This must be **one file**!

• Abstract
• Electronic Thesis and Dissertation Rights and Permissions filled out, signed by your advisor and converted to PDF.
• Optional Supplementary Files (images, data, etc.) that are an integral part of the thesis and dissertation, but not part of the full text.
• Advisor and other Committee Members’ names
• Subject Category – you will need to select the category that best describes your theis or dissertation subject area.
4. Submit your document:
   - Click **Submit Your Dissertation** – which will begin the submission process. You will be asked for some information on a number of subsequent pages and the submission steps are listed in the left column.

   a) Publishing Type options: ProQuest gives you two types of licensing options: Traditional or Open Access. Select **Traditional Publishing** (open access is not necessary, as your document will be published in ScholarWorks by the University, which is itself a free online archive). Open Access Publishing is a new approach that combines the features of traditional publishing with free and open access to the full-text PDF of your work (**NOTE**: **THERE IS A $95 FEE FOR OPEN ACCESS PUBLISHING**)

   ![Diagram of select type of publishing options](THIS OPTION COSTS $95!)

   b) Publishing Options: Select **yes** or **no** if you want search engines to discover your work.

   c) Agreement: The agreement grants the University of Vermont and ProQuest the non-exclusive right to archive, release, and reprint your work. This is a non-exclusive agreement; you retain all rights to publish and re-use your work, and can put restrictions on the release of your materials (this happens during the submission process). To continue click **Accept**.

   d) Contact Information: Enter current and future contact information in the spaces provided. It is imperative that this information be accurate, as the Graduate College may need to contact you after you leave the UVM. After you have entered all requisite information, click **Continue**.

   e) Dissertation/Thesis Details: This step prompts you to enter all necessary metadata about your work – the title, advisor, committee members, subject category, etc. Information included here should match what is included in the graduate work itself – that is, the title should be exactly the same as it is on the title page of the submitted thesis or dissertation. It is highly recommended that you copy and paste the title of your document from your MS Word file into the field provided instead of manually typing it. **ProQuest DOES NOT have a spellcheck component.** If there are errors found after the document has been submitted and uploaded there is no way to correct it. This information is used to
create the bibliographic record in the Proquest database. Information such as subject categories and keywords help other researchers discover your work in the database. You must have at least four (4) keywords, and six (6) is the maximum. After you have completed filling out the entire form, click on Save and Continue.

f) Supplementary Files: On this page you can attach any supplementary files (music, sound, video, computer programs, etc.) that accompany your thesis or dissertation. Images embedded into the body of your thesis or dissertation need not be attached in this way. You can upload as many supplementary files as you need to. Keep in mind that if you upload a set of files that are “zipped”, that is how ProQuest will distribute the files with the full text – as a zipped file. If there are no supplementary files – scroll down towards the bottom of the page and click on the Save and Continue buttons.

g) Notes to Administrator: You will be prompted to include any notes for the administrator who will be reviewing your graduate work. If you have questions or information that should be shared with the Evaluator, you can include a message in the Notes to Administrator box. This is optional.

h) Copyright Application: ProQuest can register the copyright for your thesis or dissertation on your behalf. THIS IS STRICTLY OPTIONAL AND THERE IS A $55 FEE ASSOCIATED WITH IT. You may also elect to file your own copyright with the United States Copyright Office (http://www.copyright.gov) or not to register your work for copyright at all. Copyright registration is voluntary and your work is automatically protected under copyright from the moment the work is created. However, you will need to register your work, if you wish to bring a U.S. lawsuit for copyright infringement.
i) Order Bound Copies: The next step allows you to order bound copies of your thesis or dissertation. You may elect to order copies or continue without doing so. You will have additional opportunities in the future to create hard-copies. You may also print your thesis and have it bound at a local copy store (Staples, Kinkos, etc.).

Select this option only if you choose to order a bound thesis/dissertation from ProQuest.

NOTE: This simply means you do not wish to order a thesis/dissertation and wish to continue with uploading your document.

j) Final Submission Review: The submission review screen appears next, displaying all of the information that will be submitted. You may make any necessary changes prior to submitting. If the submission is incomplete, you will be prompted to complete before submitting. If you would like to make any changes – click on the hyperlink that says Change denoted in red. If there are no changes to be made – click on the Submit Dissertation/Thesis button.
Options for Restricting Access to an ETD (Embargo)

There are several situations in which you should consider restricting access to your work. The University of Vermont offers three embargo options: six months, one year, and two years. These options are available when you are uploading your PDF to ProQuest. The embargo period begins from the date the Graduate College approves your thesis or dissertation and lasts for the selected embargo time period. If you select an embargo, your thesis or dissertation will not be available through ScholarWorks or ProQuest until the end of the embargo period. However, the title, abstract, attribution information, and subject classification will be available during this time in the UVM Library catalog. If you are selecting this option because of an invention or patent you will need to upload an invention disclosure form along with the electronic thesis rights and dissertation permissions form.

Important note: If you choose to select an embargo for your thesis/dissertation during initial submission (for six months, one year, or two years), you have the option to extend the embargo for an additional time period. To do so you must log into ProQuest to request additional time and also send a brief email requesting an extension to the UVM Library and the Graduate College: at gradcoll@uvm.edu and scholarworks@uvm.edu. In your request please provide the following information: your full name, the title of your thesis/dissertation, your graduation date, your email address.

Below are a few scenarios when an embargo should be considered:

1. If your work is based on generated through research that will support other publications from people on the research team (such as your advisor), it may be necessary to refrain from releasing that data, as it underlies your dissertation, while other publications are prepared. The embargo options in these situations should be discussed with your committee and research team.

2. If you plan to apply for a patent based on research that is discussed in your dissertation, you should be aware of the rules governing prior publication of material for which a patent is sought. Generally, once patent applicants publish their ideas or invention, they have a one-year window. After one year, the applicant's own publication may be considered "prior art" that could prevent the issuance of a patent. Since electronic distribution of your dissertation through either ProQuest or ScholarWorks is publication for this purpose, an embargo will delay the beginning of this one-year time clock against a potential patent application. By selecting a two-year embargo, therefore, you will have a total of three years (2 year embargo plus 1 year window after publication) to submit a patent application.

3. If your thesis or dissertation contains data or material that was generated pursuant to a grant or contract and the thesis or dissertation is subject to review by the sponsor or grantor prior to publication, you should select at least a six month embargo.

4. If you are planning to publish all/or part of your thesis/dissertation and know that publishers in your field consider open access electronic thesis/dissertations to be a prior
publication, you may want to consider an embargo or check on their open access policy before submitting your thesis or dissertation.

**Publishing your document with ProQuest Digital Dissertations© and ScholarWorks, the digital repository for UVM.**

After your document has cleared all necessary University of Vermont checks, the Graduate College releases the document to ProQuest for publication. At the time of release, a copy of the document is also inserted into the Digital Repository at the University of Vermont.

During the submission process, you are required to grant the University and ProQuest a one-time, “non-exclusive right” to archive, release, and reprint your work. Both ProQuest and the Library will host an electronic version of your work. ProQuest will keep a copy in its commercial database, ProQuest Dissertations and Theses; and the Library will keep a copy in the Digital Repository at the University of Vermont (ScholarWorks), available at [http://scholarworks.uvm.edu](http://scholarworks.uvm.edu).
Can I receive a bound hard copy of my thesis from the UVM Library or the Graduate College?

No. You can order bound paper copies through ProQuest, University Underground Printing or a local copy center. Copies are responsibility of the author; the Graduate College does not provide copies of your thesis.

Where can I receive a bound hard copy and how much does it cost?

- You can order a hard bound copy printed on 100% cotton-acid free paper through ProQuest during submission. The approximate cost is $55.
- You can take a paper copy to the University Underground Printing, where it can be bound with a fast back-style binding in black, blue or green (approximate cost for 200 page document is $4.50).
- You can have a local copy center bind it for you (Kinko’s, Staples, etc. at variable costs).
- You can access a PDF of your document at any time on the ScholarWorks website (http://scholarworks.uvm.edu) and choose to print at a later date.

What is ProQuest Information and Learning (PQIL)?

ProQuest is a private company that maintains, through an arrangement with the Library of Congress, the bibliographic record for over 2 million master’s theses and doctoral dissertations dating back to 1861. This is done through ProQuest Dissertations and Theses database, a popular full-text research tool to which many university libraries subscribe. Nearly 700 institutions submit titles to the database. The submission agreement allows ProQuest to host your work and to offer it for sale through its database and other online outlets, such as Amazon.com. You are entitled to receive an annual royalty payment of 10% of all income PQIL receives from the sale of your work, payable each year that the accrued royalties reach $25. Institutions that have ‘open access’ subscriptions to ProQuest’s Dissertations and Theses have free access to the full electronic text of all documents in the database. Additionally, for a fee, ProQuest will submit your work to the Copyright Office of the Library of Congress for copyright registration. Note that you, as the author, hold copyright to your work regardless of registration, but registration makes copyright easier to enforce should your work be plagiarized.

What is ScholarWorks?

ScholarWorks, the Digital Repository at the University of Vermont, is a digital repository of academic and technical work done at the University of Vermont. As a digital repository, ScholarWorks provides a distribution service by making files – including theses and dissertations – available via the Internet. Descriptive information on the available documents is distributed freely to search engines. As a repository, files are maintained on ScholarWorks for the long term. Unlike the web, where pages come and go and addresses to resources can change overnight, repository items have a permanent URL and the institution is committed to maintaining the service into the future.
What are the benefits to having my work available through ProQuest and ScholarWorks?

- Your research can be found, read, and used by a global audience, including scholarly colleagues and potential publishers and employers.
- Your research can be found by most popular search engines, such as Google or Yahoo, as well as through special repository search engines.
- Increased accessibility to your research increases the chances of it being cited in other scholarly work.
- Access to your work is maintained with a permanent URL, to which you can refer and link from your CV, email messages, or webpages.

What are my choices regarding access?

As the owner of the copyright of your work, you have the exclusive right to reproduce, distribute, make derivative works based on, publicly perform and display your work, and to authorize others to exercise some or all of those rights. As a condition of graduation, your work must be published. When you submit your work ot the Graduate College you will be given several options regarding access to your work via ProQuest Dissertations and Theses and ScholarWorks, the Digital Repository at the University of Vermont. Your options include:

**A. Make your work available via ProQuest and ScholarWorks as soon as it is received.**
The abstract and full text of your work will be present in ProQuest Dissertations and Theses for purchase, and will be both freely available and searchable online via ScholarWorks.

**B. Restrict online publication of your work for either 6 months, 1 or 2 years.**
You may place an embargo (a restriction) on electronic access to your document through ProQuest and ScholarWorks if there is legitimate reason to do so. Patents or future publication, for example, might be jeopardized by providing unrestricted access (see below). Should you elect to restrict online publication of your work, a description of your research, including your name, the title, your advisor’s name and the abstract will be available via ProQuest and ScholarWorks, but the actual electronic file will be unavailable for viewing or download until the selected embargo period had passsed.

**C. Restrict online publication of your work indefinitely.**
You may place an indefinite embargo on your work. In this case, a description of your work including your name, the title, your advisor’s name, and the abstract will be available via ProQuest and ScholarWorks, but the actual electronic file will be embargoed indefinitely. This option requires the written approval of the Dean of the Graduate College. This restriction can be lifted at the request of the author at a later date.
COFFEE CONSUMPTION OF GRADUATE STUDENTS TRYING TO FINISH THESES AND DISSERTATIONS

A (Thesis or Dissertation) Presented

by

Tom Messner

to

The Faculty of the Graduate College

of

The University of Vermont

In Partial Fulfilment of the Requirements
For the Degree of Master of Science
Specializing in Nutrition and Food Sciences

January, 2014

Defense Date: November 15, 2013
Thesis (or Dissertation)Examination Committee:

Lewis R. First, M.D., Advisor
John P. Smith, Ph.D., Chairperson
Wanda L. Johnson, Ph.D.
Cynthia J. Forehand, Ph.D., Dean of the Graduate College
ABSTRACT

The abstract is a concise explanation of your thesis/dissertation from motivation to conclusion. The abstract page should be between ½ page and ¾ page and be single spaced. The abstract is officially page i, but it is not labeled as such.
Material from this thesis has been published in the following form:

ACKNOWLEDGEMENTS

The acknowledgement page is optional. You might want to take this opportunity to thank everyone significantly influential in your endeavor to complete your thesis/dissertation. This section should be double spaced and not longer than 1.5 – 2 pages long.

Page numbers should be centered 1” above the bottom margin.