UNIVERSITY of WEST FLORIDA | Graduate School

THESIS & DISSERTATION GUIDE

2021

Table of Contents

INTRODUCTION

Congratulations! You are now about to take the final step towards your graduate degree, and there are several resources available to you as you come to the end of your journey. All University of West Florida doctoral candidates and many of its master's candidates will prepare dissertations or theses as part of their graduate curricula. The final version of these documents will be submitted electronically to UMI/ProQuest (etdadmin). Because the thesis/dissertation is a "publication" of The University of West Florida, the University sets certain standards of format and approval that must be followed by candidates in all academic disciplines. This Guide sets forth those standards and supersedes all previous versions. The Guide is also intended to serve as an aid to faculty involved in the supervision and direction of master's theses and doctoral dissertations.

The University allows students to write in the style required by their disciplines, or sub-disciplines, because that style is the one most likely to be useful after graduation. Students should consult the list of style manuals adopted by the various graduate departments and determine—with the help of their advisory committees—which style is appropriate. In cases where formatting and organizational recommendations differ, this Guide takes precedence over the style manuals. Regarding the structure or format of the thesis or dissertation, discipline-specific requirements should be the major considerations. For example, humanities may encourage organization into separate chapters and an introduction and conclusion, whereas certain sciences may encourage a scientific journal format. Students who are unsure about any aspect of the Guide requirements should consult with their advisory committees or the Graduate

School. Finally, students should pay particular attention to the sample forms displayed in the

appendix and some of the more common errors that have appeared in the past.

Enrollment Requirements

Master's and Doctoral Candidates:

Candidates should consult the current *Graduate Catalog* for the special requirements of the individual program to determine whether a thesis or alternative is required. A maximum of 6 semester hours of credit may be applied toward a master's degree for successful completion of a thesis/dissertation.

After registering for the first thesis/dissertation credit, graduate students must be continuously enrolled each semester (excluding summer) until the thesis/dissertation is approved by the Graduate School and all degree requirements have been completed. Failure to register for thesis/dissertation hours for 3 consecutive semesters will result in the candidate having to reapply to the program, subject to the policies and procedures in effect at that time. Students who do not maintain continuous enrollment will be charged for one (1) semester hour of thesis/dissertation credit per semester for each semester during the time they were not continuously registered. A thesis/dissertation grade of "G" (deferred) will be given until the final thesis/dissertation has been approved by the Graduate School and submitted to ProQuest.

Ready for Submission?

Both research and writing are a process. Your final thesis or dissertation should be the result of many revisions and close work with your faculty advisors and readers who can help you fine-tune and polish your writing before you submit it to the Graduate School for approval. One of the biggest mistakes students make is submitting their thesis or dissertation before it is ready. Rushing through the writing process most often results in errors that can delay the final approval process. Excessive errors in documentation, format, and/or grammar and mechanics will result in the return of the thesis or dissertation for further revision and can delay approval until subsequent semesters.

All UWF students, including those pursuing graduate degrees, have access to the [UWF Writing Lab](#) where they can get one-on-one assistance with their writing projects. Graduate students may schedule 2-hour sessions. The Writing Lab staff (affectionately known as Labbies) will provide specific feedback that will help you polish your document and prepare it for submission to the Graduate School. Dissertation students typically submit one chapter at a time to the Writing Lab. Students usually go through multiple readings and revisions of their work.

Students should also check with their committee chairperson and their department for any specific format, documentation, and language requirements pertaining to their field of study. Because different academic domains often use different documentation and format styles, there may be some modifications to the general information you find in this Guide. However, in the case of general document formats or ambiguous format information from selected style guides, the Graduate School guidelines take precedence. The pages that follow will give you the basic requirements and layout for your thesis and dissertation.

Prior to submission of the thesis or dissertation to the Graduate School, all degree candidates must request an iThenticate account from the Thesis/Dissertation Coordinator via email. Candidates will upload their manuscript, which will then be checked for similarity to existing documents. Use this information to check your paraphrase, quotation, and citation practices. You may resubmit your document to iThenticate as often as you need to.

Remember, your thesis or dissertation will be published in ProQuest and archived in the UWF Library, and your document represents both you as a professional scholar and the University of West Florida. Make sure that your thesis or dissertation is ready for that final review by the Graduate School before you submit it. Deadlines and details for submission are published on the UWF Graduate School website under *[Academics and Research](#)*.

PARTS OF THE MANUSCRIPT AND MANUSCRIPT FORMATTING

The student is responsible for the format, style, and appearance of the thesis/dissertation. The following notes are intended to assist in the preparation of the manuscript's final form. A thesis or dissertation consists of four major parts: (1) preliminary pages; (2) text; (3) references/bibliography; and (4) appendices (not required but necessary to show permission to work with animal or human subjects, to use certain kinds of previously published materials, etc.). All pages of all sections must conform to the margins as indicated in this Guide and the sample pages.

Preliminary Pages

Preliminary pages must appear in the order described below.

Title page (Required)

Each copy of the thesis or dissertation must include a title page prepared exactly in accordance with the samples provided. Note that the title should be formatted in the inverted-pyramid style. The student's full legal name must be used on the title page. See samples at the end of this Guide for more information.
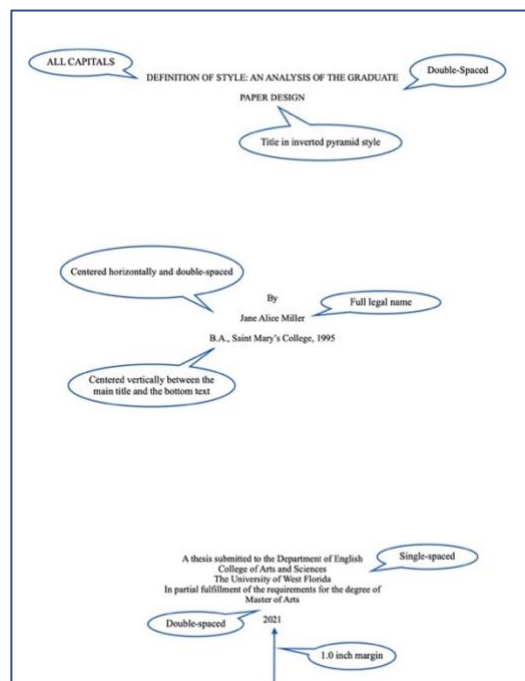
Sample Thesis Title Page

Copyright Notice (Optional)

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to authors of "original works of authorship." This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act provides details regarding rights that are granted to the owner of the copyright. It should be noted that copyright protection is in effect from the time the work is created in fixed form, and the copyright in the work of authorship immediately becomes the property of the author who created the work. Only the author or those deriving their rights through the author can rightfully claim copyright.

If the author wishes to pursue formal copyright registration, the appropriate forms and the Copyright Law Guidelines may be obtained from many sources, including the U.S. Copyright Office, Library of Congress, Washington, D.C. 20559, their website, or through the UMI/ProQuest site. The author is responsible for all fees and other requirements.

While a notice of copyright is no longer required under U.S. law, it is often beneficial. The use of a copyright notice is the responsibility of the copyright owner and does not require advance permission from, or registration with, the U.S. Copyright Office. If a copyright notice is to appear in a thesis or dissertation, it follows a particular form described in the copyright application materials (usually © 2000 John Doe). This notice should be placed on a separate page directly following the title page; it counts in the numbering system, but no number appears on the page (see sample page at the end of this Guide).

Thesis Certification/Confirmation of Defense (Required)

Because these documents are now handled electronically, students are no longer required to include a hard copy of the signature page to the Graduate School. Check with your department about their specific protocol for pre- and post-defense signatures. When a thesis or dissertation is complete, defended, and ready for submission to the Graduate School, the chairperson of the student's thesis or dissertation committee must complete the *Completion of Thesis – Grade Change* dynamic form (thesis

only) or the *Ed.D Dissertation Completion* or *Ph.D Dissertation Completion* dynamic form (dissertation only) available in MyUWF. This form will be routed to the Thesis and Dissertation Coordinator for initial approval, then to the Dean of the Graduate School for final approval.

Instead of the traditional signature page, your thesis or dissertation manuscript must include a digital verification page:

This page is to be prepared exactly in accordance with the sample pages and should directly follow the title page (or the copyright notice if there is one); it counts in the numbering system, but no number appears on the page.

Dedication and/or Acknowledgment Page (Optional)

The student may wish to include a brief dedication and/or acknowledgment; if so, it follows the signature page and is the first page to include a page number. This is the place to acknowledge sources of inspiration, support, and assistance. The student need not acknowledge advisory committee members; their participation is assumed from their names on the approval page. However, a student may wish to

highlight an unusual or special contribution by an advisory committee member. See the sample dedication and/or acknowledgment page at the end of this Guide.

Table of Contents (Required)

The Table of Contents lists the chapter and section headings with their page numbers (see sample pages). All entries in the Table of Contents should be made in precisely the same wording as the headings appear in the text. Main headings (chapter headings) in the table should be written in all capitals. Chapter headings (or first-level heading if the word *Chapter* is not used) and the primary subheading (level 2) that is used in the text must also appear in the Table of Contents, and the wording should be identical. Other levels of subheadings do not have to be included in the Table of Contents unless required by the advisory committee or department; if other levels of subheadings are included in the Table of Contents, then the wording should be identical to the text.

Lists of Illustrative Materials (Required When Included in the Document)

If illustrative materials, tables, plates, or photographs are incorporated into the text of your manuscript, a separate List of Figures, List of Tables, List of Plates, or List of Photographs must be included on separate pages after the Table of Contents. Sample pages are provided at the end of this Guide. The titles of multiple appendices also must appear on the Table of Contents and the wording should be identical to the titles on the cover pages in the text.

Abstract (Required)

A thesis or dissertation is made available outside the University through reference databases to ensure accessibility to a wide academic audience. An abstract suitable for this purpose is required. An abstract should not exceed 250 words. Usually, the abstract will briefly describe the problem, method of study, principal results, and conclusions. The abstract should be written in present or past tense (not future tense as in the proposal). The first page of the abstract must also include the simple heading of "Abstract" in title case, bold, and centered (see sample pages). Do not use symbols or accents in the title or in the

abstract. ProQuest no longer limits the abstract to a particular word count, so if you wish to expand your abstract specifically for publication, ProQuest will not condense your abstract or alter it in any way. For submission to the Graduate School, however, follow the word count listed here.

Text Requirements

Academic disciplines (and often sub-disciplines) employ various styles of writing and formatting, and students in those disciplines are usually encouraged to write in the respective prescribed styles. The student preparing a thesis or dissertation should follow the style and formatting guidelines set forth in this Guide, and the style adopted by his/her own discipline or sub-discipline. In cases where formatting and organizational recommendations differ, this <u>Guide takes precedence</u> over the other style manuals. To ensure uniformity of style to theses and dissertations accepted by the University and to facilitate reproduction, the following standards of style are set.

Word Processing and Fonts

Times New Roman 12-point font should be used for all text. If necessary, different fonts/sizes may be used in tables/figures and in mathematical/scientific notation(s). Fonts must be embedded, and instructions for embedding fonts are found on the ProQuest website. As in this Guide, text should be left-aligned only (flush against the left margin). Right-aligned (flush against the right margin) or full-justified (flush against both the left and right margins) text is <u>not</u> permitted. Word breaks at the end of the lines are also not permitted. The use of superscript and subscript should be kept to a minimum unless used in mathematics or recommended in a stylesheet or style manual. In standard text, "June 30th" is preferred to "June 30th."

Margins

All margins (right, left, top, and bottom) must be one inch (1") on every page. See Pagination for margin specifications relating to page numbers. A margin guide is provided in the sample pages. All documents should be formatted as an 8.5" x 11" page.

Spacing

The manuscript text must be double-spaced throughout, including between headings/subheadings and before and after tables and figures. Triple spacing can be used between a figure caption and text only if it is necessary to separate the caption more clearly from the text of the thesis or dissertation. Please refer to the discipline-specific style guide used in your department regarding the spacing of captions and footnotes, lists or "bullets," extensive quotations, bibliographic citations, and appendices. If allowed by the discipline-specific style guide, single spacing may also be used in long or text-heavy tables to make them more readable. Triple spacing may be used within long tables to set meaningful sections apart for the reader. Consult the discipline-specific style guide regarding deviating from double spacing. Spacing after punctuation that ends a sentence can be either single spacing or double spacing as long as there is consistency throughout the thesis/dissertation.

Subdivisions and Headings

Major sections, or chapters, should have titles (headings) and should begin on a new page. The use of the word *Chapter* or numbers is not necessary, although both are often used, e.g., **Chapter 1: Introduction**. The chapter headings must be in bold face, title case (initial letter of all major words capitalized), and centered between the page margins (not "indented" margins). Headings of major sections, or chapters, may be in bold, but not italicized, font. For subheadings within the chapter, consult the discipline-specific style guide; for APA, skip level 1

headings (since this guide takes precedence over chapter headings) and begin with level 2 for all headings and subheadings that follow the chapter heading.

If no heading style is specified for a specific style guide format, students should use the APA/UWF heading format. Similarly, students may use the APA/UWF heading format while using any reference/citation style if approved by their department or advisory committee. A major section, or chapter, may be subdivided into hierarchical levels of subsections. A subheading must appear on the same page as the beginning of the paragraph that follows it. Each subsection must have a heading, i.e., subheading. Theses and dissertations normally include two or three levels of subsections, but occasionally additional levels are needed.

Pro Tip:

If you use the table of contents template and format your headings using the "styles" offered in Microsoft WORD™, your table of contents will automatically capture the headings and populate your TOC. as you add text, just right-click over the TOC and click on "update" to capture your new headings and page information. You can edit the fonts in your TOC as necessary while maintaining the heading formats in the body text.

Styles
Current style:
Normal (Web) + 11 pt   a
New Style...   Select All
Apply a style:
Clear Formatting
Normal
No Spacing
Heading 1
Heading 2
Heading 3
Heading 4
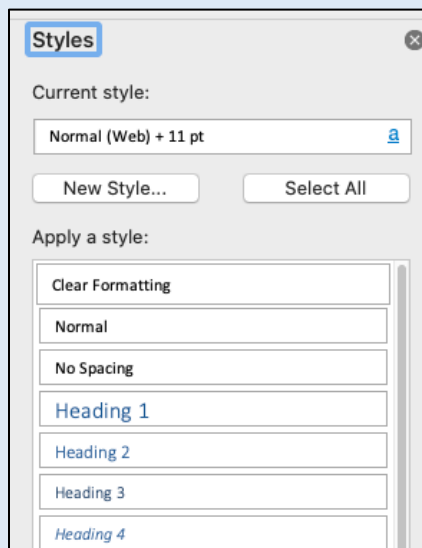
Pagination

Preliminary pages are sequentially numbered using lowercase Roman numerals centered one half inch (0.5) from the bottom of each page. The cover page (title page) is the first preliminary page (i), but the page number is not shown. The optional copyright page (ii) and the signature page (iii), which follow the title page, also do <u>not</u> display page numbers.

All pages of the body of the thesis or dissertation, beginning with the first page of the introduction (if one is included) and continuing through the bibliography (or appendix, if there is one), are sequentially numbered in Arabic numerals starting with 1. The typeface and font size for page numbers should be consistent with the text font. There are two allowable formats for pagination:

1. On all pages, the page number is centered one half inch (0.5") from the bottom. (NOTE: This is the most common standard and the easiest to work with.)

2. On each page marking the beginning of a new chapter (section), the number is

centered one half inch (0.5") from the bottom. All other page numbers in the body of a manuscript are placed at the right-hand margin, one-half inch (0.5") below the top of the page.

Page numbers should be shown on all pages from the introduction to the end, including any scanned documents in the appendices (e.g., IRB approval, permission letters or emails, etc.); exceptions can be made for stand-alone figures, illustrations, or tables.

Illustrative Materials

All tables and figures must be referenced in the text (e.g., Table 1, Figure 1, etc.), and the table or figure should be incorporated into the text as soon as possible after they are mentioned, usually directly after the paragraph containing the initial reference. It is acceptable, however, to split a paragraph with a table or figure (e.g., maps, graphs, or photographs) in order to avoid problems such as excessive white space. Some discipline-specific style guides may allow for all figures to be placed at the end of the thesis/dissertation (in which case they should be placed <u>before</u> the reference pages); however, be consistent with placement of figures (don't place some figures within text and some at end of the thesis or dissertation).

Diagrams, figures, illustrations, photographs, and long tables must be placed on separate pages if they take up most of the page. Shorter tables, figures, or other graphics must be inserted into a page with textual material with a double space above and below the inserted material. Excessive white space on a

page should be avoided. Follow the discipline-specific style guide regarding figure captions and table titles. If the style guide instructions are ambiguous or absent, follow this Guide's rules.

Tables and figures must be able to stand alone; therefore, abbreviations must be explained in the note that appears beneath the table or figure. As previously noted, tables and figures also must use the same font size and style as the rest of the text unless deviations are necessary. Figures and tables that incorporate information from copyrighted sources must cite those sources below the table or figure. Students should refer to their discipline-specific style guide for guidance. If the entire table or figure is reproduced from copyrighted sources, a permission letter must be obtained and included in the appendix portion of the thesis or dissertation (see Copyrighted Material section for additional information). Tables and figures that take up more than one page must repeat the headings on subsequent pages as well as the complete title on all pages, along with the word *continued* on subsequent pages (see example below).

Table 1
Land Speed Records for North American vs. European Swallows

Location	Trial 1 Speed (mph)	Trial 2 Speed (mph)
Sacramento, California, USA	34	33.5
Bend, Oregon, USA	32	34
Carson City, Nevada, USA	31.4	34.2
St. Louis, Missouri, USA	29.6	30.1
Indianapolis, Indiana, USA	34.2	35
Pensacola, Florida, USA	29	28.1
Dublin, Ireland	35	34.8
Birmingham, England	32	32
London, England	37	36.4
Madrid, Spain	34.4	34.3
Calais, France	35	35.2
Paris, France	39	
Nice, France	38	
Milan, Italy	33	
Florence, Italy	36	
Wertzberg, Germany	31	
Berlin, Germany	30	
Vienna, Austria	32	
Stokholm, Sweden	33.1	
Athens, Greece	37	
Budapest, Hungary	32	

Table 1
Land Speed Records for North American vs. European Swallows (Continued)

Location	Trial 1 Speed (mph)	Trial 2 Speed (mph)
Stokholm, Sweden	33.1	33.2
Athens, Greece	37	36.8
Budapest, Hungary	32	32.4

While most tables that incorporate primarily simple numbers or limited text tend to center the text in each column, tables that are more narrative and/or text-heavy require a different approach to keep the information clean and readable. When using large passages of text in a table (e.g., quoted or descriptive

passages from qualitative research, etc.), left-justify and single-space the text in those cells. This is the method preferred by most style guides, including APA.

Table 3

Teacher Identification of Rubrics and Creativity Assessment in Eleventh-Grade ELA Courses

Participant	Quote	Evidenced by
P1	The level of creativity is evaluated based on the degree of originality demonstrated in the student's use of language and critical thinking.	Essay Response Rubrics with specific creativity points
P2	Creativity is so subjective. I don't like to evaluate creativity because not every student has a great deal of creativity. I don't think they should be punished for that. That said, I give them benchmarks of critical thinking to shoot for and if they get there in an unusual way, they get more credit for creativity.	Essay/project assessment general rubric
P3	Every assignment has a rubric that students must follow. If they deviate from that rubric in a way that still demonstrates mastery of the material, I give them creativity points.	Essay/project assessment general rubric
P4	I use a strong, re-iterative process in essay and project development with my students. If they make revisions that go beyond proofreading and develop the project with more depth than the assignment asks for, I offer comments that acknowledge and encourage creativity.	Multiple draft comments, assessment rubrics, and revision opportunities
P5	I have no idea how to identify creativity, so I don't really pay much attention to it.	Essay Response Rubrics

Centered Text makes this table messy and more difficult to read.

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P5	I have no idea how to identify creativity, so I don't really pay much attention to it.	Essay Response Rubrics

Justifying the text to the left makes a cleaner table that is much easier to read.

All illustrative materials must meet the same margin requirements as text; however, smaller figures may be centered if meeting the right and left margin requirements would require stretching that could distort the image or affect its appearance or quality.

In general, you will format the title of the table or figure according to the style guide you have chosen for your documentation. The title of a table usually appears in title case, while the title of a figure appears in sentence case. Both titles appear above the table or figure, but in some style guides, the figure title may appear beneath the figure.

Footnotes

Footnotes in a thesis or dissertation are not required by The University of West Florida, but several departments allow or encourage their use. Footnotes may appear at the bottom of the page, at the end of each chapter, or at the end of the entire text. Whatever system of footnoting you adopt should be followed consistently throughout the entire manuscript. Please follow the style recommended by the department or thesis/dissertation advisory committee.

Quotations

The inclusion and format of quotations varies among academic disciplines. The format of quotations that are incorporated into the body of a sentence is fairly standard, but the use and format of block quotations can vary from one style guide to another. When quoting, please follow the style recommended by the department or thesis/dissertation advisory committee and be consistent.

Citation of Sources

Full citation of the sources for quotations, data, or other original ideas must be provided. The form of citation varies according to the style used by a specific discipline or sub-discipline. Students must be consistent in their use of the citation style prescribed by their advisory committee or department. Theses or dissertations with inconsistent, incorrect, vague, or missing in-text citations will automatically be returned for revision and must be resubmitted to the Graduate School for final approval.

Copyrighted Material

Students must obtain written permission from the copyright holder if copyrighted material is used beyond the limit of *fair use*. Each of the following four factors must be met when determining if the proposed use of the material satisfies the doctrine of *fair use*: (a) purpose of the use, (b) nature of the work used, (c) amount or percentage of the entire work being reproduced, and (d) effect on potential market for or value of the original.

When quoting or reproducing small portions of scholarly works for educational purposes, the copyright holder must be acknowledged in a note accompanying the material that has been reproduced. When reproducing complete items such as tables, figures, maps, illustrations, survey instruments, or poetry, the approval letter from the copyright holder must be included in the appendix section of the thesis or dissertation.

References/Works Cited

A section headed "References" or "Works Cited" (or in the case of the Chicago Style, "Bibliography") follows the text and starts at the top of new page. The format of bibliographic entries varies according to the style used by a specific discipline or sub-discipline. Students must be consistent in their use of the reference style prescribed by their advisory committee or department. Theses or dissertations with inconsistent, incorrect, vague, or missing entries will automatically be returned for revision and must be resubmitted to the Graduate School for final approval.

Appendices

A final section may contain supporting data in the form of one or more appendices. If there is more than one, each appendix should be lettered in sequence, e.g., Appendix A. Parental Permission Form; Appendix B. Parental Refusal Form. The title of the appendix should appear on a separate page before the appended information. See sample pages at the end of this Guide for proper spacing and

formatting of title pages. If the thesis or dissertation involves the use of human or animal subjects, the Student **must** include the approval form and other pertinent documents obtained from the appropriate institutional review board(s) in the appendix (it may be necessary to reduce the dimensions of such approval documents to fit within the margins prescribed for theses and dissertations). Information regarding the use of human subjects in research and their protection from risk can be obtained from The University of West Florida Institutional Research Board website. Information regarding the policies and procedures for animal care and use can be obtained from UWF's Department of Research Administration website. ALL appendices must be mentioned in the text in alphabetical order.

THE MOST COMMON ERRORS

No matter how hard we try to proofread our own work, we inevitably miss something. Small errors happen and it is always a good idea to have the Writing Lab and other readers with fresh eyes make a pass over your manuscript before you submit it to the Graduate School. The Writing Lab can help you at any stage with your writing. You can find more information about services for graduate students on their website. In the meantime, there are basic, avoidable errors that often come through, and these errors can delay the approval of the thesis or dissertation, so keep an eye out for these issues:

- **General Mechanics:** The most frequent errors are misspelling, inaccurate use of capitalization, and a mixing of singular and plural elements. If these errors appear only occasionally in the manuscript, the Thesis and Dissertation Coordinator will highlight them and advise you to correct them before submitting the thesis or dissertation to ProQuest for final publication. If, however, these errors are excessive, the manuscript will be returned to the student for further revision.

- **Incorrect Verb Tenses:** Verb tenses can be tricky, but most style guides (APA, MLA, Chicago, etc.) offer some guidance. The APA recommendations are fairly standard:

Paper section	Recommended tense	Example
Literature review (or whenever discussing other researchers' work)	Past	Martin (2020) addressed
	Present perfect	Researchers have studied
Method	Past	Participants took a survey
Description of procedure	Present perfect	Others have used similar approaches
Reporting of your own or other researchers' results	Past	Results showed
		Scores decreased
		Hypotheses were not supported
Personal reactions	Past	I felt surprised
	Present perfect	I have experienced
	Present	I believe
Discussion of implications of results or of previous statements	Present	The results indicate
		The findings mean that
Presentation of conclusions, limitations, future directions, and so forth	Present	We conclude
		Limitations of the study are
		Future research should explore

American Psychological Association (2019). *APA Style: Verb Tense*, https://apastyle.apa.org/style-grammar-guidelines/grammar/verb-tense

- **Hyphens and Dashes**: Another common error is the absence or misuse of hyphens or dashes, including the spacing involved in their use. There are no spaces before or after either one. Use an em dash to set off information that interrupts the flow of the sentence: "The stock—American Can—was selling above par." If you are using Microsoft Word™ to compose your document, type two hyphens (no spaces before, between, or after) to create the dash. Word automatically converts the two hyphens into the appropriate em dash. When joining words to create an adjective, most often you will use a hyphen (no spaces): "This was an ill-fated expedition." A *hanging hyphen*, however, is followed by a space before the conjunction: "The second- and third-grade students showed marked improvement." If you are writing a mathematical equation with a minus sign, you do leave a space before and after the hyphen: "$327 - 17 = 310$."

- **Words formed with Prefixes**: Most words formed with prefixes do not require a hyphen and are written as one word. However, if you are unsure, a current dictionary is a good place to look.

- **Letters used as Statistical Symbols**: Use italics for letters used as statistical symbols, as in "*t* test" or in algebraic variables, as in "$a/b = c/d$."

- **Incorrect Margins**: All margins should be one inch (1"). Sometimes not all pages comply. For example, the bottom margin of a single page may be adjusted to avoid widows/orphans.

- **Widows and Orphans**: A widow occurs when the last line of paragraph does not fit at the bottom of the page and hangs out as a single line at the top of the next page or when the first line of a paragraph sits at the bottom of the page. An orphan occurs when a single word sits at the bottom of a page or the top of the next page. There should be at least two lines of a "new" paragraph at the bottom of the page; similarly, there should be at least two lines of an "old" paragraph at the top of a new page.

- **Page Numbers**: Page numbers are often placed incorrectly. Follow this Guide for correct placement of page numbers.

- **Incorrect Reference/Works Cited Page**: These pages often contain spacing, format, and style errors, contain missing or extraneous sources, and/or lack consistency. Exercise great care here and conduct a careful proofreading of the final product. If a work is cited in the text of the thesis or dissertation, it must be listed in the reference section and vice versa. Moreover, the dates in the in-text citation must match the dates in the reference page entry.

- **Column Data Alignment**: Columns of numbers must be aligned. This is frequently a problem in the Table of Contents and in data tables. Where possible, align on the decimal point.

- **Headings/TOC**: The wording of the headings in the Table of Contents should match the wording of the headings in text.

- **Subsection Headings**: Keep subsection headings with the first paragraph of the text that follows it.

- **Table/Figure Lists**: The List of Tables entries must be written in title case and the List of Figures entries must be written in sentence case; both lists must match the text.

PREPARATION AND SUBMISSION OF THE MANUSCRIPT

The submission process for the thesis differs slightly from the submission process for the dissertation, so be sure that you read through the appropriate section thoroughly to avoid any delays. Candidates in Creative Writing also have some different requirements, particularly regarding publication steps and preferences. Before you submit your manuscript, make sure you understand the procedures.

THE THESIS

Master's students on a thesis track should follow prescribed steps regarding examinations, thesis proposals, and thesis defenses according to departmental guidelines. After approval by the student's advisory committee, the student must follow the steps outlined below. Be sure that you follow each step carefully to avoid any delays in the final approval process and subsequent graduation and conferral of your graduate degree.

Document Preparation

1. Make sure you have carefully proofread your document and followed the formatting requirements outlined in this guide. Your thesis should be in pristine condition and ready for publication.

2. After your defense or pre-submission process, your committee chairperson must initiate the *Completion of Thesis—Grade Change Request* form available through my.uwf.edu.

3. Include the Thesis Certification (outlined on page 7 of this Guide) as page 2 of your document.

4. Save your thesis document as a PDF file. Be sure you have embedded your fonts.

1. Email the Thesis and Dissertation Coordinator, Mary Ann Scott, at mscott@uwf.edu and request an iThenticate account. Do <u>not</u> set up the account on your own. That will delay the process and subject you to private account fees. When your account has been set up, you should receive a confirmation email with further instructions for completing the set-up.

2. Upload your document to iThenticate. iThenticate will generate a similarity score. If your score seems high, look through the results for any language that might need quotation marks or further citation information. Common discipline-specific language might be highlighted, but as long as the wording is not particular to a specific author, that sort of common-language similarity is acceptable. Make any changes and resubmit your document if necessary.

3. Share your similarity report with the Thesis/Dissertation coordinate through iThenticate.

Creative Writing Students Only:

Because of copyright and subsequent publication concerns for original fiction, narrative nonfiction, and poetry, candidates seeking a Master of Arts in Creative Writing will not submit their manuscript through ProQuest. Follow the instructions below:

1. Prepare your document according to the steps above.

2. Request an iThenticate account according to the steps above.

3. Email your manuscript as a PDF file directly to the Thesis/Dissertation Coordinator, Mary Ann Scott, at mscott@uwf.edu.

Submission of the Manuscript

You will submit your thesis to the Graduate School through ProQuest on the ETDAdmin.com website. When you have created your account, you will receive a verification email, and **you must click on the link to verify your email and confirm the account before you proceed**.

You will need the following:

- A PDF of your manuscript

- Your UWF Student ID number

- Subject categories you would select for your research (you are allowed a maximum of three (3) and will choose from a list provided).

- Keywords that would lead researchers to your manuscript (you are allowed a maximum of six (6)).

You will also be asked if you want ProQuest to file for copyright on your behalf and whether you want to purchase bound copies of your manuscript. If you do, have a credit card handy. For more tips on creating your PDF for ProQuest, check out the article on "Preparing your Manuscript" on the etdadmin.com website under *Resources and Guidelines*.

Deadlines for Submission

Deadlines for submission of the thesis to the Graduate School are updated regularly on the Graduate Thesis Submission page of the Academics & Research section of the Graduate School website. Candidates who submit their thesis after the deadline will automatically be assigned to the next semester/session for review, and the student should register for the required thesis credit hour for the next semester/session.

THE DISSERTATION

The University of West Florida currently has three doctoral programs, the Ed.D. in Curriculum & Instruction, the Ed.D. in Instructional Design and Technology, and the Ph.D. in Intelligent Systems & Robotics. The process for submitting the dissertations in the College of Education is slightly different than the process for dissertations submitted from the College of Science and Engineering, so pay close attention to the steps in each section:

Document Preparation

1. Make sure you have carefully proofread your document and followed the formatting requirements outlined in this Guide. Your dissertation should be in pristine condition and ready for publication.

2. After your defense, your committee chairperson must initiate the *Dissertation Completion and Defense Verification* form available through MyUWF.

3. Include the Digital Verification page (outlined on page 7 of this Guide) as page 2 of your document.

4. Save your document as a PDF file. Be sure you have embedded your fonts.

Request an iThenticate Account

1. Email the Thesis and Dissertation Coordinator, Mary Ann Scott, at mscott@uwf.edu and request an iThenticate account. Do **not** set up the account on your own. That will delay the process and subject you to private account fees. When your account has been set up, you will receive a confirmation email with further set-up instructions.

2. Upload your document to iThenticate. iThenticate will generate a similarity score. If your score seems high, look through the results for any language that might need quotation marks or further citation information. Common discipline-specific language

might be highlighted, but as long as the wording is not particular to a specific author, that sort of common-language similarity is acceptable. Make any changes and resubmit your document if necessary.

3. Share your similarity report with the Thesis/Dissertation coordinate through iThenticate.

> ### *For Ed.D. Candidates Only:*
>
> Ed.D. candidates will work through the Doctoral Support and Quality Assurance Center (DSQAC) before submitting their dissertation to the Graduate School. Follow the document preparations steps described above before you submit your document to DSQAC.
>
> - Use the template provided to you in the UWF Education Doctorate Canvas Course. You should request access to this course before you begin work on your dissertation.
> - When your dissertation has been defended, you will submit your document to DSQAC. Be sure you pay attention to their deadlines as they are different that those of the Graduate School.
> - When you have made any revisions requested by DSQAC, resubmit your document to DSQAC, who will then submit your dissertation as a PDF file to the Graduate School via dissertations@uwf.edu. The Dissertation Coordinator will review the dissertation and will respond to the candidate and DSQAC with further revision requests and/or notice of final approval.

Students in the Intelligent Systems & Robotics Ph.D. program will submit their dissertation directly to the Thesis and Dissertation Coordinator via email: dissertations@uwf.edu.

Deadlines for Submission and Publication

Deadlines for submission of the dissertation to the Graduate School are updated regularly on the Graduate Dissertation Submission section of the Academics & Research section of the Graduate School

website. Students who wish to participate in graduation at the end of the respective semester must send their polished document to the Graduate School by the *Commencement Participation* deadline listed on the webpage cited above.

Students who miss the *Commencement Participation* deadline may still submit their polished document by the Degree Conferral deadline to meet the requirements for final conferral of their degree at the end of the designated semester, though they will not be eligible to walk at the graduation ceremony. Students who submit their materials after the deadline will automatically be assigned to the next semester/session for review, and the student should register for the dissertation credit for the next semester/session. Because the summer session is so condensed, there is only one deadline for submission. Any submissions after that date will be reassigned to the fall semester for review.

Please note that documents that are submitted with significant writing errors, insufficient or incorrect documentation, or significant formatting issues may be returned for further revisions before the Graduate School can approve them. If a document is returned for extensive/substantive revisions, it may delay the final approval and subsequent date of degree conferral.

WHAT HAPPENS AFTER SUBMISSION?

Master's students on a thesis track and doctoral students should follow the prescribed steps regarding examinations, research/thesis proposals, and defense according to department guidelines. After the thesis or dissertation student has completed their defense, gained approval from their advisory committee and department chairperson, and submitted their document according to the steps outlined above, the Graduate School will begin the process of reviewing the manuscript. It is the responsibility of the thesis or dissertation author and their advisory committee to ensure that the manuscript is a quality product that conforms to the formatting guidelines outlined in this Guide prior to submission.

The Review and Publication Process

1. After the thesis or dissertation has been submitted, the Thesis and Dissertation Coordinator will review the manuscript to ensure that it adheres to the UWF Style Guide and the discipline-specific style guide elements. ***It is not the responsibility of the Thesis and Dissertation Coordinator to serve as a proofreader and to perform extensive editing of grammar, spelling, punctuation, writing style, and so forth. A graduate thesis or dissertation that shows need of extensive editing will be returned via email and the degree candidate will be required to resubmit a revised document. Manuscripts that are returned because of extensive errors will not be reviewed for the current semester if the submission deadline has passed.***

2. After the Thesis and Dissertation Coordinator has completed the review, the student will receive notification via email with further instructions for revisions (if necessary) and information about next steps. Some revisions are minimal but critical and will require attention and resubmission before final approval can be granted.

3. With the assistance of the advisory committee, the student will make the revisions requested by the Thesis and Dissertation Coordinator. Then the student should submit the revised manuscript

to ProQuest (in the case of the thesis) or to DSQAC in the case of the Ed.D. dissertation. Creative Writing thesis and Robotics dissertation students will submit their revisions via email. Revised manuscripts should be submitted as quickly as possible to minimize possible delays in graduation.

4. If no major problems are found in the resubmitted (or original) manuscript, the Graduate School Thesis and Dissertation Coordinator will sign the dynamic *Completion of Thesis* or Ph.D. or Ed.D. *Dissertation Completion* form and send the manuscript and documentation on to the Dean of the Graduate School for final approval. The Dean will read the manuscript and, barring any significant need for further revision, will sign the final approval, and the Thesis/Dissertation Coordinator will notify the student, the committee chairperson, and the department chairperson of the approval of the student's manuscript.

5. Upon approval of the final manuscript, dissertation candidates will be instructed how to prepare and upload their polished document in ProQuest. If revisions were required for a thesis student, the student should replace the existing document in ProQuest with the revised document. The ETD administrator will then send the document for publication in ProQuest (unless the student requests a delay of electronic posting—this information is part of the questionnaire the student completes upon initial submission to ProQuest). Submission of the approved copy of the thesis or dissertation provides the final clearance for processing the Grade Change form for the granting of the degree.

6. The approved thesis or dissertation will then be forwarded to the John C. Pace Library to be produced and held in the University of West Florida archives.

Use of Theses and Dissertations

Unless special arrangements to the contrary are made, the Director of the John C. Pace Library is granted full discretion in the use to of theses and dissertations for research purposes, including

photographic copying and interlibrary loan. Master's theses and doctoral dissertations will be electronically archived in ProQuest. The student may elect to restrict access to the thesis or dissertation as outlined on the ProQuest website. Students can purchase their own bound copies through ProQuest or find their own binder. Unless expressly approved by the student author, theses submitted for a Master of Arts in Creative Writing will not be published through ProQuest but will be maintained in the University of West Florida archives.

A Note on Publishing: Journals and Books

As a rising scholar and professional in your discipline, you will most likely be compelled to publish all or parts of your thesis or dissertation. Be aware, however, that not all publishing houses or journal publications are created equally. Most of the best publications are sponsored by university presses or scholarly and professional organizations whose articles or books are selected by an editorial board and are guided to press by those board members; "peer refereed" is a key phrase you should become familiar with.

Also, most often, reputable publishers will issue "calls for proposals" or "calls for papers" without any guarantee of publication. With the proliferation of technology, and thus publication options and ways to develop potential clients, graduate students are increasingly becoming targets of less-than-reputable publishers. If you receive an invitation to publish, do your homework and investigate the publisher. If you're not sure about a publication or publisher, your thesis or dissertation director and professors can help you evaluate a potential resource in your field and recommend quality resources. It's exciting to see your name in print; just make sure it's on a quality publication.

CHECKLIST FOR FORMAT

All Pages

❏ 1.0" all margins

❏ Double-spaced throughout (only exceptions with specific style guides)

❏ Page numbers are in the correct format—Roman numerals for preliminary pages; Arabic for body text beginning with 1; same font as the text)

❏ Page numbers are positioned according to the instructions on page 12 of this Guide

❏ Running text and figures or tables are left-aligned

❏ Headings are used consistently and formatted correctly

❏ All chapters, main pages, etc. begin on a new page

Title Page

❏ Title is in ALL CAPS, double-spaced, inverted pyramid style

❏ Full legal name is used

❏ The University of West Florida appears (see sample pages)

❏ Proper department, college, and year are listed

❏ No pagination shown but counts as page 1 for preliminary pages

Copyright and Dedication pages (optional)

❏ Title case, centered, bold face

❏ No pagination shown but counts as page 2 of preliminary pages

Certification/Verification Page (formerly signature page)

❏ Names each committee member including their terminal degree (Ph.D., M.F.A., etc.)

❏ Proper names and titles are used for department, college, university

❏ Date is properly aligned

❏ Follows the format and language laid out in this Thesis/Dissertation Guide

❏ No pagination shown but counts as page 2 (or 3) of preliminary pages

Acknowledgement page (optional)

❏ **Acknowledgments** is title case, centered, boldface, spelled correctly

❏ Double-space after **Acknowledgments**

❏ Indent paragraphs

❏ Visible Roman numeral page numbering begins

Table of Contents Page(s)

❏ **Table of Contents** is in title case, bold face, centered

❏ Double-spaced after **Table of Contents**

❏ Uses the proper format for dot leaders

❏ Unless otherwise instructed, only first and second level headings must be listed in the Table of Contents (TOC) and match heading text in the body text word-for-word.

❏ Page numbers are correct and matched to the content

❏ Page numbers are aligned at right margin

List of Tables page

❏ **List of Tables** is in title case, bold face, and centered

❏ Double-spaced after **List of Tables**

❏ Table numbers aligned on decimal

❏ Proper format for dot leaders

❏ Page numbers are correct and matched to titles

❏ Titles on list are identical to titles in text

❏ Uses title case

List of Figures page

❏ **List of Figures** is in title case, bold face, and centered

❏ Double-space after **List of Figures**

❏ First sentence of caption is used, in sentence case, and identical wording to captions in the text

❏ Page numbers are in the correctly matched to text

❏ Page numbers are aligned to the right margin

Abstract

❏ **Abstract** is in title case, bold face, and centered

❏ Double-spaced after **Abstract**

❏ Abstract text does not exceed 250 words

Reference Pages

❏ **References (or Works Cited or Bibliography)** is in title case, bold face, and centered on the first page of the section

❏ Source entries are listed in alphabetical order

❏ References in text citations match those listed on the References pages (carefully check spelling and publication dates to make sure they are identical)

❏ All references listed are found in the text and cited according to the chosen style guide

SAMPLE PAGES

1-inch top margin for text

0.5-inch top margin for page numbers (where applicable)

1"

GENERAL PAGE MARGINS

1"

1-inch bottom margin for text

0.5-inch bottom margin for page numbers (where

SAMPLE THESIS TITLE PAGE

ALL CAPITALS

DEFINITION OF STYLE: AN ANALYSIS OF THE GRADUATE

Double-Spaced

PAPER DESIGN

Title in inverted pyramid style

Centered horizontally and double-spaced

By

Full legal name

Jane Alice Miller

B.A., Saint Mary's College, 1995

Centered vertically between the
main title and the bottom text

A thesis submitted to the Department of English
College of Arts and Sciences
The University of West Florida
In partial fulfillment of the requirements for the degree of
Master of Arts

Single-spaced

Double-spaced

2021

1.0 inch margin

SAMPLE COPYRIGHT PAGE (optional)

Standard copyright notice centered vertically and horizontally on the page

© 2021 Jane M. Candidate

No visible page number

SAMPLE THESIS CERTIFICATION PAGE

THESIS CERTIFICATION

[Student name] defended this thesis on [day month year]. The members of the thesis committee were:

Name, Ph.D (or terminal degree)	Committee Chair
Name, Ph.D (or terminal degree)	Committee Member
Name, Ph.D (or terminal degree)	Committee Member

Accepted for the Department:

Name, Ph.D (or terminal degree)   Chair   Department of _____

The University of West Florida Graduate School verifies the names of the committee members and certifies that the thesis has been approved in accordance with university requirements.

Dr. Kuiyuan Li, Dean, Graduate School

SAMPLE DISSERTATION TITLE PAGE

Title in all capitals

Double-spaced

DOCTORAL STYLE: AN ANALYSIS OF THE GRADUATE

DISSERTATION DESIGN

Inverted pyramid style

Full legal name

By

Centered vertically and horizontally and double-spaced

Elizabeth Jane Hibbit

M.S., University of Georgia, 2008

B.S., Saint Mary's College, 1995

Degrees in reverse chronological order

A dissertation submitted to the Department of Instructional Design and Technology

in partial fulfillment of the requirements for the degree of

Doctor of Education

UNIVERSITY OF WEST FLORIDA

COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES

Double-spaced

August, 2021

1-inch margin

SAMPLE DISSERTATION VERIFICATION

The dissertation of [Student Name], titled This Candidate's Amazing Dissertation, is approved:

Jerry Johnson, EdD, Committee Member

Giang-Nguyen Thi Nguyen, PhD, Committee Member

Hongwei Yang, PhD, Committee Chair

Accepted for Department of Educational Research and Administration:

Diane Scott, PhD, Interim Chair

Accepted for College of Education and Professional Studies:

William Crawley, PhD, Dean

Accepted for the University of West Florida:

Kuiyuan Li, PhD, Dean, Graduate School

SAMPLE ACKNOWLEDGMENT PAGE

1-inch Margins

Title case, bold, centered

Acknowledgments

The germ of the idea for this thesis grew out of a discussion in a seminar conducted by Dr. Pearl Howard in the Spring of 1998. Although I am responsible for the conclusions, members of the seminar share credit for the ideas.

In addition to my committee members, several people have been especially helpful to me in my research. Dr. Adam Arbogast, Vice President for Academic Affairs, generously supported my travel to the National Archives. The staff at the Archives was both patient and creative in helping me find material that did not easily fit their filing system. Ms. Mary Brackett at the Archives provided telephone consultation several times after I returned home.

My family has been supportive, not just tolerant, of my return to graduate school. They are as pleased as I am that my thesis is finished. They know that I am grateful to them for their support, but I take this opportunity for a public acknowledgment of my debt to them.

All text is double-spaced

Roman numeral page number

iii

SAMPLE TABLE OF CONTENTS

1.0-inch margins all the way around

page numbers are right-justified

Table of Contents

iv

43

SAMPLE LIST OF TABLES

1-inch Margins

Title case, bold, centered

List of Tables

Page numbers are right-justified

Roman numeral page number

vii

SAMPLE LIST OF FIGURES

1-inch Margins

Title case, bold, centered

List of Figures

Right-justified

Roman numeral

viii

45

SAMPLE ABSTRACT PAGE

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Abstract

To test the hypothesis that breadth of cognitive categories is asymptotic at middle age and no decline until the eighth or ninth decade of life, the Albrecht Test was administered to 20 subjects at each decade of age, beginning with the second and ending with the ninth (ages 10 to 80). In addition, 10 subjects were selected at ages 70 and 80 for whom scores were available from a study 10 years earlier, providing limited within-subjects data. When IQ was held constant, results from both cross-sectional and longitudinal samples supported the hypothesis. The discrepancy between these results and those of others appears to be due to methodological problems in the earlier studies.

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46

SAMPLE CHAPTER PAGE

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Title case, bold, centered

Chapter 1: Introduction

Although standard forms had been developed for pension applications and bounty warrants for military service in the Revolutionary War, the War of 1812 and the Indian Wars, the explosion in pension paperwork occurred after the Civil War. There were standard forms for medical examination, for the veteran's statement of disability, for depositions about the service of a veteran who had lost his discharge papers, for ages of dependent children, for a widow's claim, etc. There were even forms for deposition about the moral character of a widow.

In 1850 and 1860, approximately 20% of the population of the United States over 20 years of age reported themselves to be illiterate (Folger and Ham, 1960). One can assume that these self-reported assessments were an overstatement of fluency in reading and writing. Predictably, in this situation—pages and pages of reading and writing to be done by people who could not read and write—a pension.

Arabic page numbers begin

1

SAMPLE REFERENCES PAGE

1-inch Margins

Title case, bold, centered*

References

Liu, Y., Shen, J., Warren, W. J., & Cowart, L. E. (2006). Assessing the factorial structure of high

Hanging indent

school history teachers' perceptions on teaching American history. *Teacher*

Development, *10*(3), 379–391. https://doi.org/10.1080/13664530600922583

Nguyen Thi The, B., & Truong Trung, P. (2019). Integrated method for teaching History in high

school. *Journal of Science Educational Science*, *64*(2A), 233–239. https://doi.org/

Double-spaced, no extra lines between entries

10.18173/2354-1075.2019-0041

Watson, W. R., Mong, C. J., & Harris, C. A. (2011). A case study of the in-class use of a video

game for teaching high school history. *Computers and Education*, *56*(2), 466–474. https://

doi.org/10.1016/j.compedu.2010.09.007

Sources appear in alphabetical order

*Use the term prescribed by your chosen style manual (e.g., Works Cited (MLA); Bibliography (CMOS), etc.) Your entry format might also differ from this example, especially if you are using another style guide from a different discipline like engineering or biology.

87

48

SAMPLE APPENDICES

Title case, bold, centered

Appendices

Title case, bold, centered

Appendix A: Informed consent

1-inch margins on all pages

Subject Information and Consent Form

A Phase 3, Double-Blind, Placebo-Controlled Study of Maintenance Pemetrexed plus Best Supportive Care versus Best Supportive Care Immediately Following Induction Treatment with Pemetrexed + Cisplatin for Advanced Non-Squamous Non-Small Cell Lung Cancer

Qualified Investigator: [Insert name and contact information]
Sub-Investigator(s): [Insert name(s) and contact information, if required]
Sponsor: **Eli Lilly Canada Inc.**

Introduction
You are being invited to take part in a research study (*also called a clinical trial*). This research will study a drug known as pemetrexed (Alimta®). It is your choice if you want to be in this study or not. Research studies are different from regular care. Research studies are ways of finding out new information that might help other people with similar conditions or illnesses to yours. This form explains why we are doing the study, and how the treatment that is being offered to you is different from regular care. It tells you what will happen during the study. It also tells you about any inconvenience, discomfort or risk with this study. It also gives you a complete description of the treatment offered. This information will help you decide whether you wish to be part of the study.

What Is The Purpose of The Study?
The main reason for doing this study is to help answer the following research question:
- Whether the administration of pemetrexed as a maintenance treatment will improve upon therapy you initially received (pemetrexed in combination with cisplatin) and will prevent your cancer from growing or recurring.

Who Can Take Part In The Study?
To take part in this study you must have the diagnosis of unresectable, locally advanced, stage IIIB or stage IV, non-squamous non-small cell lung cancer. The study doctor or study staff has discussed with you the requirements for being in this study. It is important that you are completely honest with the doctor and staff about your health history. You should not take part in this study if you do not meet all requirements.

You cannot participate in this study if:
- You have an active infection or other serious condition such as cardiac disease
- You have had another malignant cancer less than five years ago
- You take aspirin or aspirin like medication that you are unable to stop taking for a few days during each cycle of therapy
- You are unable or unwilling to take folic acid, vitamin B12 and dexamethasone or other corticosteroids medication.
- You have had a yellow fever vaccination within the last 30 days or plan to have it.

H3W-EW-S124 (b)   Confidential
Version: 26-October-2009

Page number

100

Page number

101

Page number

99

The inset pages above show the format of the actual appendix pages that follow the section header page. First comes the title page, then the item. Remember you might have to make an image/item smaller to fit it on the page and the page numbers should continue through your appendices.