Master's Thesis and Doctoral Dissertation Format Requirements

Introduction

The requirements contained in this booklet apply to the master’s thesis and the doctoral dissertation. For convenience, the term thesis will be used to refer to both, unless the situation applies only to doctoral students.

The thesis is a report of original research and scholarly work that is shared with the academic community and is made available to the public. The thesis becomes part of the circulating collection of the UWM Golda Meir Library and is also made available through Proquest Company dissertation publishing.

These format standards have been developed to ensure a degree of consistency in the written presentation of this research across academic disciplines.

The Graduate School will not accept theses that do not conform to these guidelines.

This information is on our web site:

www.graduateschool.uwm.edu/students/current/thesis-and-dissertation-formatting
Thesis & Dissertation Format Standards

General Instructions

Spacing
Double space throughout, with the exception of the title page, approval page, captions, table or figure headings, extensive quotations, footnotes or endnotes, entries in the References section, entries in the Table of Contents, and appendices.

Font
Any standard font is acceptable; however, the same font should be used throughout. Use a font size of approximately 12. The only exceptions to this font size are captions (not smaller than 9 point) and headings (not larger than 20 point).

Margins
ALL pages must have the following: 1.5" left margin (to allow room for binding), 1" top, bottom, and right margins

Preliminary Pages

Preliminary pages are the required pages that appear at the beginning of the final document. You will also notice some optional pages which can be placed in this section.

Numbering

All preliminary pages are numbered with lower case Roman numerals, centered at the bottom of the page, with the bottom of the number at least 1/2 inch from the edge of the page. The exception is the title page, which is counted but not numbered.

Pages appear in this sequence

A. Title page - Required
The title page is counted but not numbered. Follow the format shown in the sample pages. All items centered and TITLE IN ALL CAPS. Use official degree names only. The date is the month and year of degree conferral. Degrees are awarded three times a year: in May, August, and December.
B. Abstract - Required
The abstract is a summary of the dissertation. Follow the format shown in the sample pages. Copy the abstract heading sample exactly. See Sample ABSTRACT text for important information. It is page number "ii".

C. Copyright page - Optional
You may include this page even if you will not be formally registering for copyright with the Library of Congress. The format is shown in the sample pages.

Some web sites that provide information about copyright:
http://www4.uwm.edu/libraries/reserve/cresources.cfm
http://lcweb.loc.gov/copyright/

D. Dedication - Optional
May be combined with acknowledgements. There is no required heading on this page.

E. Table of Contents - Required for all except creative works.
The Table of Contents lists all sections that follow it (with the exception of an epigraph or frontispiece and the vita). Type TABLE OF CONTENTS centered at the top of the page, double space and begin the entries. Single space within entries and double space in-between entries.

F. List of Figures - Required if figures appear in the thesis.
Type LIST OF FIGURES centered at the top of the page, double space and begin. The term figures include various non-text items. List the number, caption, and page number of each figure. Figures should be numbered consecutively throughout the thesis.

G. List of Tables - Required if tables appear in the thesis.
Type LIST OF TABLES at the top of the page, double space and begin. List the number, caption, and page number of each table. Tables should be numbered consecutively throughout.

H. List of Abbreviations (or List of Symbols, or Nomenclature)
Optional, include as necessary. Format the same as List of Figures.

I. Acknowledgments - Required if permission to reproduce copyrighted material is necessary. Type ACKNOWLEDGMENTS at the top of the page, double space, and begin the remarks.
J. Frontispiece (illustration) or Epigraph (quotations) - Optional
The source of the epigraph is listed below the quotation, but is not listed in the bibliography unless it is also cited in the main text.

Main Body

Page Numbering

Beginning with the text of the thesis, the page numbering changes to Arabic numerals, placed in the upper, right-hand corner, with at least 1/2" clearance from each edge. The first page of the main text is page 1. All subsequent pages are numbered throughout the text. Allow at least one double space between the page number and the first line of text on each page.

Tables and Figures

Margins

All illustrative materials must maintain the same margins as the rest of the thesis.

- 1.5" left margin
- 1" top, bottom, and right margins

Legibility

All illustrative material must be large enough to be easily read. Minimum font size is 9.

Landscape format

In order to maintain the required page margins for tables or figures, it may be necessary to print them in landscape format. The top margin will now be 1 1/2" and will be the edge that is bound. However, the page number must be placed as though the page was in portrait format and appear in the same location as other pages.

Figure Captions

If space permits, the caption should appear on the same page as the figure. Font size must not be smaller than 9 point.
References and Citations

Any of the standard style manuals may be used as a guide in formatting references to works cited in the thesis. References may be placed at the end of the main text, or at the end of each chapter. Endnotes and/or footnotes may also be used. Whatever format is chosen, it must be followed consistently throughout the thesis.

If you are not following a style manual, please single space within each entry and double space between the entries.

Appendices

Many theses will not need this section. Material that supports the research, but is not essential to an understanding of the text, is placed in the appendices. Examples include raw data, extensive quotations, and survey or test instruments.

Appendices should be designated A:, B:, C:, etc. If there is only one appendix, it is simply called Appendix, not Appendix A. Each appendix and its title (for example, Appendix A: Raw Data for Time-to-Degree) are listed in the Table of Contents. A separate display page, giving the appendix designation and title, may precede each appendix. If used, the page number of the display page is the one listed in the Table of Contents.

All material included in the appendices must meet minimum font and margin requirements.

Curriculum Vitae – last page of your dissertation

The curriculum vitae is a professional biography of the doctoral candidate. To see an example, check the following page. The vita is the last page(s) of the dissertation and should be numbered.
Graduation

Ceremony

Degrees are awarded in May, August, and December. Graduation ceremonies are held in May and December. August graduates are invited to the December ceremony.

Website for commencement ceremony information, cap and gown ordering and RSVP for doctoral candidates:

http://www4.uwm.edu/secu/com_cer/

Diplomas

Diplomas are mailed to graduates approximately eight to ten weeks after the date of graduation.

Here is the website with diploma info:
http://www4.uwm.edu/current_students/graduation_information/diplomas.cfm
Sample Pages
FACTORS AFFECTING DEGREE PROGRESS OF GRADUATE STUDENTS AT A LARGE URBAN UNIVERSITY AND IMPLICATIONS FOR STUDENT SERVICES OPERATIONS AND UNIVERSITY POLICY

by

Chris Jung

A Thesis Submitted in Partial Fulfillment of the Requirements for the Degree of Master of Arts in Sociology at The University of Wisconsin-Milwaukee

May 2014
Abstract text goes here. Remember to double space, and left-justify the text.

March, 2013 ProQuest states: We no longer have a word limit on your abstract, as this constrains your ability to describe your research in a section that is accessible to search engines, and therefore would constrain potential exposure of your work. However, we continue to publish print indexes that include citations and abstracts of all dissertations and theses published by ProQuest/UMI. These print indexes require limits of 350 words for doctoral dissertations and 150 words for master's theses. Additionally, our print indexes allow only text to be included in the abstract. In the editorial process for these print publications, we will simply truncate your abstract if it exceeds these word limits and remove any non-text content. You may wish to limit the length of your abstract if this concerns you. The abstract as you submit it will NOT be altered in your published manuscript. Please include an additional version of your abstract in English, even if the primary language of your dissertation or thesis is NOT English. For additional information regarding formatting of abstracts, please see the FAQ here:

http://www.etdadmin.com/cgi-bin/main/faq?siteId=164#ts10
FACTORS AFFECTING DEGREE PROGRESS OF GRADUATE STUDENTS AT A LARGE URBAN UNIVERSITY AND IMPLICATIONS FOR STUDENT SERVICES OPERATIONS AND UNIVERSITY POLICY

by

Chris Jung

A Dissertation Submitted in Partial Fulfillment of the Requirements for the Degree of Doctor of Philosophy in Urban Education at The University of Wisconsin-Milwaukee

May 2014
ABSTRACT

FACTORS AFFECTING DEGREE PROGRESS OF GRADUATE STUDENTS AT A LARGE URBAN UNIVERSITY AND IMPLICATIONS FOR STUDENT SERVICES OPERATIONS AND UNIVERSITY POLICY

by

Chris Jung

The University of Wisconsin-Milwaukee, 2014
Under the Supervision of Professor name of major professor

Abstract text goes here. Remember to double space, and left-justify the text.

March, 2013 ProQuest states: We no longer have a word limit on your abstract, as this constrains your ability to describe your research in a section that is accessible to search engines, and therefore would constrain potential exposure of your work. However, we continue to publish print indexes that include citations and abstracts of all dissertations and theses published by ProQuest/UMI. These print indexes require limits of 350 words for doctoral dissertations and 150 words for master's theses. Additionally, our print indexes allow only text to be included in the abstract. In the editorial process for these print publications, we will simply truncate your abstract if it exceeds these word limits and remove any non-text content. You may wish to limit the length of your abstract if this concerns you. The abstract as you submit it will NOT be altered in your published manuscript. Please include an additional version of your abstract in English, even if the primary language of your dissertation or thesis is NOT English. For additional information regarding formatting of abstracts, please see the FAQ here:

http://www.etdadmin.com/cgi-bin/main/faq?siteId=164#ts10
CURRICULUM VITAE

Chris Jung

Place of birth: Milwaukee, WI

Education (list only those institutions from which you received a degree)

B.A., University of Wisconsin-Milwaukee, May 1979
Major: Psychology

Major: Music Education

M.L.I.S., University of Wisconsin-Milwaukee, May 1992

Dissertation Title: Factors Affecting Degree Progress of Graduate Students at a Large Urban University and Implications for Student Services Operations and University Policy

Other possible entries include Graduate Internships, Graduate Fieldwork, Affiliations/Memberships, Teaching Experience, Research Experience, Awards/Honors, Publications, Presentations, University Service
Official List of Degrees – Doctoral & Education Specialist in School Psychology

Doctor of Nursing Practice
Doctor of Philosophy in Africology
Doctor of Philosophy in Anthropology
Doctor of Philosophy in Architecture
Doctor of Philosophy in Biological Sciences
Doctor of Philosophy in Biomedical and Health Informatics
Doctor of Philosophy in Chemistry
Doctor of Philosophy in Communication
Doctor of Philosophy in Economics
Doctor of Philosophy in Educational Psychology
Doctor of Philosophy in Engineering
Doctor of Philosophy in English
Doctor of Philosophy in Environmental & Occupational Health
Doctor of Philosophy in Freshwater Sciences
Doctor of Philosophy in Geography
Doctor of Philosophy in Geosciences
Doctor of Philosophy in Health Sciences
Doctor of Philosophy in History
Doctor of Philosophy in Information Studies
Doctor of Philosophy in Linguistics
Doctor of Philosophy in Management Science
Doctor of Philosophy in Mathematics
Doctor of Philosophy in Nursing
Doctor of Philosophy in Physics
Doctor of Philosophy in Political Science
Doctor of Philosophy in Psychology
Doctor of Philosophy in Public Health
Doctor of Philosophy in Social Work
Doctor of Philosophy in Sociology
Doctor of Philosophy in Urban Education
Doctor of Philosophy in Urban Studies
Doctor of Physical Therapy

Education Specialist in School Psychology
Official List of Degrees – Master’s

Master of Architecture
Master of Arts in Art
Master of Arts in Art History
Master of Arts in Communication
Master of Arts in Economics
Master of Arts in English
Master of Arts in Geography
Master of Arts in History
Master of Arts in Language, Literature, and Translation
Master of Arts in Linguistics
Master of Arts in Media Studies
Master of Arts in Philosophy
Master of Arts in Political Science
Master of Arts in Sociology
Master of Arts in Spanish
Master of Arts in Women’s Studies
Master of Business Administration
Master of Fine Arts in Art
Master of Fine Arts in Performing Arts
Master of Human Resources and Labor Relations
Master of Liberal Studies
Master of Library and Information Science
Master of Music
Master of Nursing
Master of Public Administration
Master of Public Health
Master of Science in Administrative Leadership
Master of Science in Anthropology
Master of Science in Art Education
Master of Science in Biological Sciences
Master of Science in Biomedical Sciences
Master of Science in Chemistry
Master of Science in Communication Sciences and Disorders
Master of Science in Computer Science
Master of Science in Criminal Justice
Master of Science in Cultural Foundations of Education
Master of Science in Curriculum and Instruction
Master of Science in Educational Psychology
Master of Science in Engineering
Master of Science in Exceptional Education
Master of Science in Freshwater Sciences and Technology
Master of Science in Geography
Master of Science in Geosciences
Master of Science in Health Care Informatics
Master of Science in Kinesiology
Master of Science in Management
Master of Science in Mathematics
Master of Science in Nonprofit Management and Leadership
Master of Science in Nursing
Master of Science in Occupational Therapy
Master of Science in Physics
Master of Science in Psychology
Master of Science in Urban Studies
Master of Social Work
Master of Urban Planning