



Graduate School

UNIVERSITY OF COLORADO COLORADO SPRINGS

Thesis and Dissertation Manual

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I. GENERAL INFORMATION FOR FILING OF THESES AND DISSERTATIONS

INTRODUCTION

The requirements described in this [Thesis and Dissertation Manual](#) have been established so that paper and electronic theses are presented in a form suitable for the University of Colorado Colorado Springs. The thesis is a product of original thinking and research, and it is, therefore, designed to appear in a form comparable to a published work. These requirements apply to all theses and dissertations submitted for graduate degrees at the University of Colorado Colorado Springs.

It is your responsibility to read and follow the requirements presented here and to submit documents of highest quality. Final copies will not be accepted with handmade corrections, insufficient margins, inconsistent formatting, or if they are of such poor print quality that reproduced copies cannot be made.

"THESIS" OR "DISSERTATION"

The word "thesis" refers to the research paper required for the master's degree; "dissertation" refers exclusively to the doctoral degree research paper. For convenience, in this document, the word thesis will be used to represent both. All requirements that apply to the master's thesis pertain to the doctoral dissertation. There are, however, additional requirements that apply only to the dissertation. In the case of these requirements, dissertation will be specified.

THESIS COMMITTEE MEMBERSHIP

A thesis advisory committee must be established. This committee will consist of the thesis advisor, and at least two other members of the graduate faculty, possibly including a member from an allied program. All committee members must have an active Graduate Faculty appointment during the time they serve on the committee. Please confirm with your department that all committee members have an active appointment prior to any convening of the committee.

DISSERTATION COMMITTEE MEMBERSHIP

A dissertation advisory committee shall consist of five members of the graduate faculty, including one member who is either from an allied department or from another institution, provided the faculty member has been granted "Special" membership on the Graduate Faculty. All committee members must have an active Graduate Faculty appointment during the time they serve on the committee. Please confirm with your department that all committee members have an active appointment.

DEADLINES

Application for Admission to Candidacy

An Application for Admission to Candidacy must be submitted to the Graduate School office by the published deadline to apply for graduation. *Applications* submitted after these dates will be processed for the next graduation period. Consult the website for information and deadlines on the [Current Student- Steps to Graduation](#) page.

Scheduling of final examination/thesis defense

You must defend your thesis at least 30 days prior to the actual graduation date. Check the deadline dates [online](#).

Submission of thesis

You must submit your thesis to the Graduate School by the specified deadline of the term you are graduating. Check the deadline dates [online](#). Your thesis will be submitted electronically (through ProQuest), approved for formatting, and then submitted in hard copy. To be considered for graduation all documents must be submitted and approved by the deadline. These steps can take several days so plan accordingly when thinking through your timeline. Submission information can be found online at the [Current Students webpage](#).

REGISTRATION

You must be registered for the term in which you defend your thesis. Doctoral students must register for a minimum of 1 dissertation hour. Master students need to register for a minimum of 1 thesis hour. If a student has reached their maximum number of thesis or dissertation credits and have completed all other requirements for their degree, they can register as Candidate for Degree for zero credits. Students defending on a date that falls during a period between terms must be registered during the previous semester. The student does not need to register for the following semester if they defend prior to the start of the upcoming semester. You do not have to be registered to submit the final copy of the thesis to the Graduate School.

SUBMISSION

The Graduate School accepts theses electronically, uploaded as a PDF document through the ProQuest website. Once the electronic pdf is approved for formatting, the Graduate School also requires submission of one hard copy for the university archives. The library will bind additional personal copies (no more than 10) of the thesis or dissertation at the current rate of \$15.00 per copy). Information is available online on the [Current Students website](#). This site contains information regarding fees and links to the information about the submission process.

Your program/department may also request/require a paper copy(ies) of your thesis. Please check with your program/department for any additional requirements.

FEES

Upon submitting the thesis, you will be required to select “Traditional” or “Open Access” publishing. “Traditional” publishing is free, “Open Access” publishing will result in higher publishing fees. Please consult the [ProQuest website](#) for more information on these options. Fees are subject to change at any time. The bound hard copies can be paid for by check made out to “UCCS”.

Traditional publishing	free
Fees for binding Archive copy	\$ 15.00
Open Access publishing (optional in place of traditional)	\$95.00
copyright registration (optional)	\$55.00

SIGNATURE AND AGREEMENT OF THE THESIS/DISSERTATION

The [Electronic Thesis/Dissertation Signature and Agreement form](#) is submitted to the Graduate School with the final copy of the thesis. It is not a physical page of the thesis itself. The signed form signifies that the committee has approved the content and format of the thesis for submission. The second page of the form is filled out by the student to release the document to the UCCS Digital Collections. The form becomes a University document so care should be taken to keep the form unblemished prior to submission to the Graduate School (no staples, folding, white-out...). The statement may or may not be produced on thesis-quality paper. A copy of the signature and agreement form is provided in the sample pages later in this manual. The statement is in addition to the Committee page (the second page of the thesis). **Please note that the statement requires original or authenticated digital signatures of all members of the committee, not copies.**

APPROVAL OF FORMAT

The [Approval of Format](#) form is signed by the committee chair acknowledging the correct format and style are used in the thesis. It also confirms that, if institutional committee approval was required, the documents are included in the thesis (e.g., IRB approval protocol). This document will be turned in with the hard copy thesis submitted to the Graduate School.

FINAL APPROVAL BY THE GRADUATE SCHOOL

The Graduate School will accept the submitted thesis if it meets the minimum requirements. The responsibility for producing a document that reflects one's professional accomplishment rests with the student, the advisor, and the degree-granting program. Once the thesis is approved by the Defense Committee, the Approval of Format form is signed, the Signature and Agreement form is signed, and the thesis meets the minimal standards of the Graduate School, the thesis must be uploaded to Proquest for final review and acceptance by the Graduate School. Instructions and guidelines for submission are available online on the [Current Students Webpage](#). Once approved electronically, the student will make an appointment with the graduate school to bring in the hard copy, 2 signed forms, and fee for binding to complete the submission process.

COPYRIGHTING

Doctoral and master's students may apply to have the copyright on their thesis registered. ProQuest can handle the registration. Additional information regarding copyrighting is provided on the [ProQuest](#) site. If you have already published the materials in the thesis, then it probably already has the copyright registered.

Inclusion of Previous Publications and Copyrighted Materials

The inclusion of previously published work is permissible within the following guidelines:

1. The work must represent research conducted while enrolled in the Master's or Ph.D. program and must not have been previously used to fulfill the requirements of another degree.
2. The student must be the sole or primary author of the published work; when multi-authored articles are included, the student's contribution and how it relates to the thesis must be clearly explained in the introduction or body of the text.
3. Simply binding reprints or collections of publications together does not constitute a thesis in concept or format. Previously published work must be logically connected

and integrated into the thesis in a rational and coherent manner, as well as reformatted to fit the thesis specifications.

If other copyrighted materials are included in a thesis, they may not be used without the permission of the publishers or copyright owners.

Copyright Guidelines - Facts in Brief

The student automatically retains the copyright to his/her own work unless it has been signed over to someone else. The student has the option to register the copyright through Proquest. If you have questions, please consult the copyright information on the Proquest site or contact the UCCS library.

II. THESIS AND DISSERTATION FORMAT

This section provides the Graduate School's formatting specifications for theses and dissertations presented for graduate degrees at the University of Colorado Colorado Springs. We recommend that you consult a style guide or standard handbook for more detailed specifications of content style for your field. Your program should be able to provide information on any requirements specific to your field of study.

STYLE

You should consult with your thesis advisor or thesis committee chair about an appropriate style guide that describes formatting details not included here. The thesis must be organized in chapters regardless of what format your thesis advisor, committee chair, program advisor, or any style manual may recommend. You should also follow proper outlining guidelines regarding headings (i.e., no single subheadings at any level).

TYPE

The thesis must be typed. The font size should be between 10 and 12 point. The font style and point size you choose will be used for everything throughout the thesis (all text, page numbers, footnotes, figure captions, table titles (you may use a smaller point within the table). Throughout the thesis, mixing and matching of font style or size is not permitted. Script type may not be used. Equations, formulas and words within figures must also be typed. Handwriting is not acceptable within the thesis text but may be used in a figure if it is a necessary part of the figure. Full justification is permitted in the thesis, but if utilized must be applied throughout the thesis to all text.

In submitting a thesis electronically, students should consider that ProQuest recommends that you embed your fonts in the document. Additionally, they suggest that you create the document with TrueType fonts such as Times-Roman or Helvetica. These fonts will assist with the conversion process to a PDF and the subsequent upload to the ProQuest site.

THESIS ORGANIZATION

The final copy of the thesis submitted to the Graduate School must be organized in the following order. The starred items (*) are required in every thesis; the other items are optional. Examples of

The page number should be no less than 1/2" and no more than 1" from the top or bottom of the page.

The left edge should be aligned. The right edge of the text may be either justified (all lines the same length) or ragged (lines varying in length). If you elect to justify the right edge, keep in mind that printers will put spaces between words or letters to fill out the length, sometimes resulting in one long word being spaced out to take up the entire line. Excessive white space in a line of text is unacceptable. If full justification is used, it must be applied throughout the thesis to all text.

SPACING AND INDENTS

The entire thesis is double-spaced except the areas/items listed below which are single-spaced.

- Multiple line headings in the Table of Contents, List of Tables, or List of Figures pages (single-space within, double-space between)
- List of Abbreviations listings (double-spaced if a short list, < ½ page)
- Footnotes
- Long, indented quotations (longer than 3 lines)
- Figure legends
- Text inside a table and the footnote under that table
- References (single-space within, double-space between)
- Text in the Appendix pages – although the heading must be double spaced

Do not put extra blank lines or space between paragraphs. If you need to differentiate a paragraph from its surroundings use headings. If you find a slight additional spacing after paragraphs (slightly more than a double-space), make sure to set your paragraph spacing to zero in Word.

The first line of each paragraph or footnote is indented (has a tab) uniformly in the thesis. The number of spaces for this indent depends on the style. A standard indent is eight spaces (2 inch); a five-space indent is also frequently used. Single-spaced quotations are indented in their entirety eight spaces (2 inch) or five spaces, depending on the style you are using.

HEADINGS

You should choose a standard format for headings and subheadings for your thesis and use it consistently throughout. The spacing above and below headings should also be uniform. Examples of headings are provided on sample pages. You may choose another appropriate style, but **BE CONSISTENT** and choose a logical style that will not confuse readers. You must also follow proper outlining protocol; there must be two or more subheadings used below any heading. Single subheadings are not permitted. This applies to any level of heading.

For students whose program/department does not dictate a specific style of heading, the following style is suggested. Note: the chapter name is mandatory no matter what heading style is selected. Others heading levels are optional and may be removed if you wish. Utilize them in the ascending order presented. For instance, there are five levels listed. If you only need three heading levels in your thesis, you could choose to delete level 3 and 5 and just use the remaining levels in the order presented. Here are the levels:

Chapter Name (mandatory): centered, all caps, two lines, bold, double-space before and after text
Level 1: centered, upper and lower case letters, bold, double-space before and after
Level 2: at the left margin, upper and lower case letters, bold, double-space before and after
Level 3: at the left margin, upper and lower case letters, underline, double-space before and after text
Level 4: tab, first letter cap only, bold, period, double-space and then paragraph text
Level 5: tab, first letter cap only, underline, period, double-space and then paragraph text

Additionally, any heading or combination of headings must have two lines of text after the heading in order to remain on a page. If the heading only has one line, or it sits alone at the bottom of a page, you must move the solitary heading(s) and the line of text to the subsequent page.

TITLE PAGE

Your title page must conform to the example template provided in these specifications. The title and your name must be written in all capital letters. The year listed reflects the year you will be awarded the degree, not necessarily the year you defend your thesis. Your name should be presented in an identical manner on the title page, approval page, abstract, and within the Proquest site. See the example guide and example page at the back of these specifications for further guidance on the Title Page.

COMMITTEE PAGE

Your committee page must conform to the example provided in these specifications. The committee page varies based on whether you are a Master's or Doctoral student. See the example guide and example page at the end of this section for further guidance on the Committee page. Note: your committee does not sign this page. The typed names of all committee members will be on this page.

ABSTRACT PAGE

The abstract beginning your thesis should provide a succinct, descriptive account of the work in 350 words or less. The abstract title should include all pertinent places, names, and proper nouns for use in indexing the thesis. Make sure your thesis advisor's name and academic title are correct. Do not add their degree after their name. Your name and degree will be listed. The types of degrees granted at the University of Colorado Colorado Springs include the following:

Ph.D., D.N.P., M.S., M.A., M.Sc., M.S.N., M.B.A., M.S.A., M.S.E.E.,
M.E., M.C.J., M.P.A.

Check with your program regarding the exact name of your degree. Many programs/departments have names that are different from the degree awarded to their students.

DEDICATION AND ACKNOWLEDGEMENTS

Many people choose to include a Dedication page (optional). Dedications are considered a very personal recognition (in other words, you don't usually dedicate your thesis to a scholarship fund). See the example pages for a sample of this page. If your dedication is very short (< one sentence) then you would not follow the example listed, but would remove the word Dedication from the top of the page and just list the text of your dedication in the center of the page (centered vertically and horizontally on the page).

The Acknowledgement page (optional) contains text recognizing the people who contributed to the research and preparation of the thesis or provided funding. Some people like to also acknowledge those people who helped them through their careers in other ways (e.g., friends, spouses, children, parents, study participants, etc.). See the example guide and example page at the back of these specifications for further guidance on the Dedication and Acknowledgement pages.

TABLE OF CONTENTS

This is a required section of the thesis. This page should be numbered in lower case Roman numerals. As a minimal standard, you must include the chapter names in the table of contents. It is standard practice to also list level 1 and level 2 headings. If you choose to list any specific level of heading, you must list all headings at that level and higher. For instance, if you choose to list one level 2 heading, you must list all level 1 and 2 headings in all chapters. See the example guide and example page at the back of these specifications for further guidance on the Table of Contents page.

LIST OF TABLES, FIGURES, AND ABBREVIATIONS

Any or all of these optional pages may be included in the thesis. Page numbers should be in lower case Roman numerals. See the example page section for formatting style. Tables and figures may be numbered sequentially through the thesis or by chapter (e.g., 1, 2, 3... or 1.1, 2.1, 2.2, 2.3, 3.1...). For additional information on tables, figures, and abbreviations see Tables, Figures, and Abbreviations descriptions below. See the example guide and example page at the back of these specifications for further guidance on each of these pages.

CHAPTERS

Chapters are titled using capital Roman numbers (e.g., Chapter I Introduction, Chapter II Methods). Chapter I of a thesis is usually the introduction and begins the portion of the thesis where pages are numbered in Arabic numerals (e.g., 1, 2, 3) rather than in the Roman numerals used for preliminary pages. Content of each chapter will be dependent on your program. Each chapter must begin on a new page. See the example guide and example page at the end of these specifications for further guidance on the Chapter format requirements.

TABLES

The word "table" designates columns of information composed of words or numbers or both. Tables are located as soon as possible (not necessarily immediately) after their first mention in the text. Tables less than 7 inches must be included within the text; larger tables may be on a separate page (refer to page 6 and regulations concerning spacing and page length). Tables may not be split across pages unless they are too large to fit on one page (see large table on the next page). Tables should be numbered consecutively within each chapter or throughout the thesis.

You may place lines around or through your table to delineate information, but make sure that the lines still conform to the established thesis margins. Tables that will not fit within the required margins may be typed in a smaller font size (same font style). The text of the table title is not reduced.

Table Titles

Titles should begin with the word "Table." The title is typically typed above the table, but

may, if your style guide requires it, be placed below. Titles must be consistent in style throughout the thesis (i.e., **Table 3.2: Infant Weights of ...**). This is an example of the second table in Chapter III. Using this example as a guide, all of your table titles would be numbered based on the chapter number and sequentially throughout the chapter. They also would have a colon, be bold, and have upper and lower case letters.

Table Footnotes

Footnotes to tables are typed single-spaced immediately beneath the table and have no relation to text footnotes. If you are adapting a table from another source (or using it in its entirety) you must acknowledge the source immediately beneath the table. Thesis authors also are required to obtain written permission for use from the copyright owner. Table footnotes are a smaller font size, if the text in the table was reduced to a smaller font size. Otherwise, the footnote text is the same font size as the thesis text.

Large Tables

- Long Tables: Tables that are longer than 7 inches and require more than one page are considered long tables. Subsequent pages of a long table should be designated in one of the following ways 1) Table # cont.; 2) repeat the table header title; or 3) both - on all subsequent pages.
- Wide Tables: Tables that will not fit within the required margins may be typed in a smaller font size (same font style). The text of the table title is not reduced.
- Landscape Tables: Tables typed in a landscape orientation should have the top of the table on the left (toward the binding margin). Page numbers of landscape oriented pages must be in the same location as all other pages in the thesis, namely portrait orientation. In order to achieve this, the student should insert the table as a picture, then just flip the picture, not the entire page. For landscape tables that continue for multiple pages, refer to the long table instructions above regarding title listings on subsequent pages.

FIGURES

Figures are visual presentations of ideas or concepts or pictorial evidence of your analysis of information. Figures should be incorporated into the text, where possible, rather than on a stand-alone page. Figures should not be placed in the middle of a paragraph of text on a page (breaking up the flow of the paragraph). They should be placed as soon as possible after they are referenced in the text (at the bottom of the page on which they were referenced or on the subsequent page) without breaking the flow of the paragraph of the current page. Figures may or may not take up a full page, including their legend. The legend and figure must remain together on the page, unless the figure or legend is so large that they will not both fit together on the page (see large figure on the next page). Figures must fit within the established thesis margins.

Figure Legend

Figure legends appear below figures and are typed single-spaced in the same font style and size as the text. Figure titles at the beginning of the legend must be consistent in style throughout the thesis (e.g., **Figure 15. Graph of Infant Weights...**). This is an example of the 15th figure in this thesis. Using this example as a guide, all of your figures' titles would be numbered throughout the thesis from the beginning to the end. They would also have a

period, just have the figure number bold, and have upper and lower case letters.

Legends are typed to fit within the standard margins; if necessary, they may appear on the page after the figure (see notation on large figures below). Figures also may be printed with a landscape orientation, with the top toward the left margin. The legend appears beneath the figure and is typed from the bottom to the top of the page within the standard margins. Page numbers of landscape-oriented pages must be in the same location as all other pages in the thesis (i.e., portrait). In order to achieve this, the student should insert the figure as a picture, then just flip the picture, not the entire page.

Figure Footnotes

Footnotes to a figure are typed single-spaced immediately below the figure and above the caption.

Large Figures

You may reduce figures to fit within the page margins or, if possible, continue the figure to another page (this usually works only if you actually have several small figures together). Legends for large figures should be on the page after the large figure. The figure itself still needs to have some sort of notation of the figure number on the page with the figure, but the legend is placed on the subsequent page (with no additional text). Multiple-page figures would have the legend on the page after the last page of figures. Each of the figure pages would list the figure number. For instance, Figure 2.1 panels A and B would be on page 26, and then panels C and D would be on page 27, and then the legend on page 28. Your text would continue on page 29. Pages 26 and 27 would still have a notation at the top or bottom of the page with the figure stating that this is Figure 2.1. It may or may not have the figure name. The full legend with figure number, name, and the rest of the legend would all appear on page 28.

FOOTNOTES

Footnotes are indicated by superscript numbers in the text and referenced at the bottom of the appropriate page. Footnotes are numbered consecutively throughout the thesis. When footnotes are used, the bibliography includes all references cited in the notes (and additional sources). Footnotes are typed in the same font size as the thesis text and are single-spaced with a double-space between notes. Make sure to follow proper footnote style etiquette and maintain the established thesis margins.

BIBLIOGRAPHY/REFERENCES

A bibliography is a list of books, journals, and other sources of information used or consulted in preparing the thesis. References are a list of books, journals, and other sources of information that are specifically cited in the thesis (a subset of the bibliography). A bibliography or reference section must be included, even if footnotes are used. The arrangement of bibliography/references and the information in each entry are determined by the chosen style guide. Generally, students have References in their thesis rather than a Bibliography. Use whichever term is appropriate to your situation. Bibliography/References in theses may be cited in author-year citations or numbered references according to your chosen style. Regardless of which you choose, you must list a full citation of the reference (et al. in the author listing is permissible). If your style guide

does not specify formatting for the bibliography/references section follow these general rules: 1) double-space between each entry and single-space within the entries; 2) keep each reference together (don't split a reference across pages, push it to the next page); and 3) make sure to start the top of each page with text, not a blank line. See the example guide and example page for further guidance on the Reference pages

APPENDIX

Appendix materials are typically optional, however, if Institutional Review Board (IRB) approval was required for the thesis, approval documents must be included in the appendices. Appendix pages appear after the Bibliography or Reference section. Appendix sections are numbered using alpha characters (i.e., A, B, C...). Although the content of the appendix may be of a different font than the thesis, the title of the appendix and page number must still meet font style and size specifications as established in the thesis. Appendix pages must also conform to the pre-established margins of the thesis. This may require modification of the size of the original documents to be included in the appendix. Page numbering will continue on in the same placement, style and location as the rest of the thesis.

III. STEP-BY-STEP GUIDE FOR PAGE LAYOUTS

Below are step-by-step directions to guide you through each example page. The boxes on the top of each of the example pages are for identification and instructions only - DO NOT put these boxes in your thesis.

TITLE PAGE - INSTRUCTIONS

1. Center all material between the margins (both vertically and horizontally).
2. Write your name in all capital letters.
3. The listing of your name should be identical on the Approval of Format Form, Signature and Approval Form, Title Page, Committee Page, Abstract, and Proquest submission.
4. List prior degrees as shown (use only academic degrees). List the degree (list only bachelor degrees and higher), the university name, and year the degree was awarded. You also need to list a city for your university if it has multiple campuses.
5. At the bottom of the page, use the appropriate degree (e.g., Master of Arts, Master of Science, Master of Sciences ... or Doctor of Philosophy).
6. List the appropriate Program (List your program's full name, not the school or college in which it is housed). List the same program on the Approval Page.
7. The year listed is the year the degree is awarded (not necessarily the year you defend or submit your thesis).

COPYRIGHT PAGE - INSTRUCTIONS (optional for those copyrighting their thesis)

1. Center all material between the margins.
2. Place text as far to the bottom of the page as it can be placed without going to the next page.
3. Your name should be listed in the same manner as on the Title Page.
4. Change the year to the year you will graduate, not necessarily the year you defend.

COMMITTEE PAGE - INSTRUCTIONS

1. There are multiple versions of this page, depending on whether you are master's or doctoral student. Review the different versions to select the one appropriate for you.
2. Center all material vertically and horizontally (except date, as shown) between margins.
3. Your name should be on its own line and should be listed in the same manner as on the Title Page and the Abstract.
4. List your program's full name, not the school or college in which it is housed. E.g., if you are a Nursing candidate, use "College of Nursing."
5. First faculty name listed will be your thesis committee chair; second name will be another member of your committee, and so on. List all members of your committee in the same order as on your Signature and Approval Form.
6. Use committee members' names only - no titles or degrees. You may use middle initials or even middle names - use official names only, no nicknames or shortened names. You will put the title "Chair" after the chairperson's name. The committee members will be listed after your chair in the same order that they were presented on the Signature and Approval Form.
7. Provide the date you submit the final thesis electronically to the Graduate School. You may have to modify this date if there are requested changes.

ABSTRACT - INSTRUCTIONS

1. The abstract should be double-spaced.
2. List your last name first followed by a comma, then your first name, and include your middle name or initial (whichever is appropriate based on how you listed your name on the Title Page).
3. Within the parentheses, list the appropriate degree (Ph.D., M.S., M.A. M.Sc. ...) and exact title of the degree being granted.
4. For the third line, check with your advisor regarding his/her appropriate title (Assistant Professor, Associate Professor, Professor). No degrees are listed for the advisor.
5. Put the word "ABSTRACT" centered and just before you begin your abstract text. It can be bolded if you wish.
6. Do not use footnotes or sublevel headings in the abstract.
7. Keep the abstract text to less than 350 words.

DEDICATION OR ACKNOWLEDGEMENTS - INSTRUCTIONS

1. These are two separate pages. Both are optional. The Dedication page comes before the Acknowledgement page in sequence.
2. The format for the Dedication and Acknowledgement pages is to have the title centered, all caps, bold, at the top of the page. Then double-space down to the text and in a double-space, paragraph style, you would add the narrative that you want to place in this/these sections. It can be as long as you want/need it to be.

TABLE OF CONTENTS - INSTRUCTIONS

1. Use title heading of "CONTENTS" **OR** "TABLE OF CONTENTS." The heading should be a single line at the top of the page, all caps, and bold. You will double-space after the heading and place the word "CHAPTER" on the left-hand margin and then double-space

- again before you begin your chapter listings. You only list the word chapter once at the top.
2. Headings are double-spaced between each entry; single-spaced within each entry. As you single-space within headings, the subsequent lines of the heading should align with the heading on the left-hand side.
 3. Chapters are numbered with upper case Roman numerals (e.g., I, II, III, IV). Chapter names are all caps.
 4. Headings should exactly match the text as it appears in the thesis. Page numbers must be accurate and right justified.
 5. Use indents to indicate the appropriate level of heading. Outlining rules concerning subheadings apply here (i.e., no single subheadings at any level). Be consistent in the presentation of your headings in the Table of Contents (i.e., upper and lower case or first letter cap only at various levels of heading).
 6. You must include the chapter names as a minimum; however, it is appropriate to also include the other level headings. If you include any level of heading, you must include all headings of that same level. For instance, if in Chapter III you want to include a level 3 heading, you would need to include all level 1, 2, and 3 headings in the Table of Contents for all chapters. If you have four levels of heading in your thesis, but only want to list level 1 and 2 in your Table of Contents, that is permitted.
 7. You can use dot leaders from the heading name to the page number or omit the dots, as long as you are consistent.

LISTS OF TABLES, FIGURES, AND ABBREVIATIONS - INSTRUCTIONS

1. These are optional pages. They are also three separate pages, although presented together in this example. They have the same format.
2. Use title headings of "TABLES," "FIGURES," "ABBREVIATIONS" **OR** "LIST OF TABLES," "LIST OF FIGURES" "LIST OF ABBREVIATIONS". The headings should all be at the top of the page, all caps, and bold. You will double-space after the heading and place the word "TABLE" or "FIGURE" on the left-hand margin and then double-space again before you begin your table or figure listings. You only list the word "TABLE" or "FIGURE" once at the top.
3. The table/figure listings are single-spaced within and double-spaced between. You only list the table/figure name (not the legend). The dot leader is optional, but if used for the Table of Content pages, must be used here.
4. Table/figure names should exactly match the text as it appears in the thesis. Page numbers must be accurate and right justified.
5. Tables/figures can be numbered sequentially throughout the thesis or with each chapter. Whichever method is chosen, the appropriate numbers should be listed in the listing here. The numbering method does not have to match between the tables and figures, although it is best if it does.

CHAPTERS

1. Use the title heading "CHAPTER" and then the appropriate number and then double-space down to the chapter name which will also be in all caps and double-spaced. Bold the chapter number and name. Double-space after the name and then begin your text.
2. Chapter numbers are in upper case Roman numerals (e.g., I, II, III, IV). Page number

- should be between 1/2 and 1 inch from the margin.
3. Text is paragraph style, double-spaced, with a tab (indent) on the first line. No extra spaces between paragraphs (unless accompanied by headings).
 4. Long quotes (40 words or more) should be single-spaced, indented long quotes.
 5. Whatever heading format style is chosen, be consistent across all chapters. You cannot skip or add a level of heading from one chapter to another. See pages 6-7 for a suggested heading format style. Regardless of the style you choose, reserve stronger style attributes (bolding and capitalization) for higher-level headings.

BIBLIOGRAPHY/REFERENCES

1. Use the title heading of “REFERENCES” **OR** “BIBLIOGRAPHY,” whichever is appropriate. The title should be centered, all caps, bold and then double-space before the text.
2. You can select any referencing style you would like, as long as you present full references.
3. References are double-spaced between each entry and single-spaced within the entries.
4. Keep each reference listing together (don’t split a reference across pages; push it to the next page).
5. Make sure to start the top of the each page with text, not a blank line.

APPENDIX

1. This section is not included in the example pages, but the format of the headings follows the example of the chapter heading above.
2. The text of the appendix can be any font style or size, but cannot violate the margins.
3. The page numbers continue on in this section in the same location and font style and size as the rest of the thesis.
4. The appendices are numbered in alpha numerals. . EXAMPLE PAGES AND FORMS



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TITLE PAGE

AUTOGRAPHED LETTERS OF MARCUS WHITMAN
FROM THE OREGON COUNTRY IN 1846

by

JANE SARAH DOE

B.S., University of Illinois, 2001

M.S., University of California, Berkeley, 2007

A thesis or dissertation (select one) submitted to the Graduate Faculty of the

University of Colorado Colorado Springs

in partial fulfillment of the

requirements for the degree of

Master of Arts/Doctor of Philosophy (select one)

Department of Psychology

2016

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**COMMITTEE PAGE FOR
MASTER'S STUDENTS**

This thesis for the Master of Science degree by

Jane Sarah Doe

has been approved for the

Department of Biology

by

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Evelyn C. Smith

Richard Johnson

Date _____

**COMMITTEE PAGE FOR PhD
STUDENTS**

This dissertation for the Doctor of Philosophy degree by

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has been approved for the

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Sandra Morris

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ABSTRACT PAGE

Doe, Sarah Jane (M.A. or Ph.D., Psychology)

The Study of Stress Level and Psychological Symptoms in Graduate Students

Thesis directed by Associate Professor Thomas B. Jones.

ABSTRACT

Place the word “abstract” centered just above the beginning of the abstract text which will be presented in a paragraph style and double spaced. The page number notation begins at the top of the signature page if placed on all pages or on the second page of the abstract if placed only on "minor" pages. The body should not exceed **350 words**. The following approval must be typed at the end of the abstract exactly as it appears below. Signatures have been removed from the thesis, so just type the advisor’s name for the approval. Omit any degree listing after their name.

**DEDICATION OR
ACKNOWLEDGEMENT PAGE**

ACKNOWLEDGEMENTS

This is the page where you would take the space to acknowledge people that have had an impact on your education or the development of this thesis. You might recognize your committee, family, friends, or a funding source. The narrative is typed in paragraph style and double-spaced. It can be as long as you want/need it to be.

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**TEXT PAGES -
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EXAMPLES**

CHAPTER I

INTRODUCTION

The next two pages provide an example of thesis text. Only chapters begin on a new page within the text. The word CHAPTER and its Roman numeral are centered. If you choose, you can drop the chapter name down from the top edge of the page. You do not have to have CHAPTER I one inch from the top margin. Sometimes it is helpful for readers to distinguish the beginning of each chapter if it is dropped down further than the one-inch margin. If you choose to have a larger top margin, you should be consistent with a larger top margin at the top of the first page of each of the following divisions:

Dedication, Acknowledgements, Table of Contents, and each chapter.

These pages provide examples of paragraph indents, headings, footnote format and placement, and single-spaced block quotations. You do not have to follow the style shown here as long as the style used is consistent and appropriate. However, you must divide your thesis into chapters.

Quotations of 40 words or more are indented from the left margin and single-spaced. The first line of each paragraph is also indented uniformly throughout the thesis (5 to 8 spaces). The following passage is an example of one style for a single-spaced long quotation:

The public seems periodically to express a desire for some new film genre. Whether this behavior can be explained is probably a moot point. What this does mean is that some groups of people are dissatisfied with the films available at their local theaters. (Moore, 1981)

The text continues after the block quotation, with a double-space between the quotation and the continuing text.

Centered Headings¹

The text on this page provides an example of three levels of headings. Additionally, this heading provides an example of a footnote (see above and below). A line separates the footnote from the text at the bottom of the page. The footnote must match the font style and size of the text, as well as conform to the established margins.

Some theses require only one heading level; others may use up to four or more. You may choose any style (boldface, caps, underlined, numbered) as long as you apply the style consistently throughout the thesis. Heading styles are discussed on page 10 and 11 of this Manual. Unless your program has a specific style that they recommend, we have recommended a style for you to utilize in your thesis. It is outlined on page 11. The headings represented in this example chapter show that I chose to use the recommended style, but deleted level 3 and 4 and only utilized the formats for levels 1, 2, and 5 from the recommendation. The centered heading above would be an example of a level 1 heading.

Side Headings

This side heading would be an example of a level 2 heading. If used with centered headings, side headings follow a similar style. Consistency in the spacing above and below headings must also be consistent at a particular level and across chapters.

Paragraph headings. This is representative of a level 3 paragraph heading. The

¹This is a sample format for a footnote. Footnotes must also conform to established margins, font style and size. If you have previously published an entire chapter of your thesis, it is a good idea to footnote the chapter name and then list the citation information in the footnote.

heading is placed at the beginning of a paragraph, underlined, and ends with a period.

Paragraph headings are usually reserved for lower-level headings; either level 3 or level 4 headings.

Table 1: Thesis Submission Deadlines and Timetable

When to do	What to do
At the end of the semester before you plan to graduate	Check the Graduate School website regarding thesis defense deadlines, paperwork, thesis submission requirements
At least a month before thesis defense	Schedule thesis defense
By published deadline for that graduation cycle (generally last day of the graduation term)	Submit final thesis to the Graduate School for final approval Also, see information on the Graduate School website

Tables may be margin to margin, have lines or no lines, be short or extend over many pages. The table number and name appear above the table. Long table names may be single-spaced or double-spaced as long as consistency is maintained. Tables must be incorporated within the text. Do not break the table across pages unless necessary. If the table doesn't fit on a page, place it at the top of the next page.

Figures can be alone on a page regardless of their size. Figure captions are usually at the bottom of the figure and are single-spaced. Additional information regarding figures can be found on pages 8 through 10. See the example below.

Figure 1: Life after graduate school.



REFERENCES

REFERENCES

Josephine Moore, "American Films in the 1980s and Beyond," *Journal of the Association of American Filmgoers*, 14(1981), 42.

Above is an example of a reference. References are double-spaced between, single-spaced within. See page 16, 21 and 22 for additional information.

**THESIS/DISSERTATION CHECKLIST
FOR SUBMISSION TO THE GRADUATE SCHOOL**

Make sure that you have completed the below requirements prior to submission to the Graduate School

- _____ Signed Signature and Agreement Form
- _____ Signed Approval of Format Form
- _____ Title page (see example)
- _____ Committee page (see example)
- _____ Abstract (350 words maximum) (see example)
- _____ Specified order and arrangement of sections
- _____ Required type size and style (10 to 12 point)
- _____ Required margins (left - 1.5", all others 1.0")
- _____ Correct page numbering placement, font size and style
- _____ Correct spacing of text, references, quotes
- _____ Consistent heading/subheading style
- _____ Consistent reference or bibliography style
- _____ Spelling, grammar, etc., followed

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PLUS:

- _____ Follow department/college processes for approval
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- _____ Submit thesis to the Graduate School – instructions on [Thesis Submission](#).