

## **THESIS AND DISSERTATION PREPARATION GUIDE**

A guide presented to the Graduate Students and Faculty in the Graduate School of the University of Central Arkansas to support the fulfillment of the degree requirements.

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## **CHAPTER I: GENERAL INFORMATION**

Earning a doctoral degree or a master's degree with a thesis option requires the graduate student, in collaboration with a faculty research advisor and thesis or dissertation committee, to design and conduct an original research project. Scholarly activity and research should be encouraged from the outset of the student's graduate program and should continue to play an important role until completion. The process of designing, writing, and completing the thesis or dissertation allows the student to draw upon and consolidate knowledge obtained from classroom lectures, research projects, teaching, and other experiences. However, the thesis or dissertation should be viewed as the beginning of the student's scholarly work, not its culmination. Thesis or dissertation research should provide the student with hands-on, directed experience in the primary research methods of the discipline and should prepare the student for research and scholarship that will be expected after receipt of the degree.

### **Purpose of the Guide**

The purpose of this guide is to provide information related to the preparation of a thesis or dissertation at the University of Central Arkansas. This preparation guide includes specific format requirements for the thesis or dissertation, as well as information about related policies and procedures. In most disciplines, a professional manual is acknowledged as the accepted format guide for publication manuscripts. Graduate students are encouraged to use professional manuals for their disciplines in preparing the thesis or dissertation. However, the format requirements outlined in this guide take precedence over those in professional manuals for disciplines. This policy ensures uniformity for Graduate School documents.

## **Integrity in Research**

The graduate student is expected to adhere to the highest standards of academic integrity in research and scholarship. Plagiarism, falsification of data, or other unethical behaviors will not be tolerated. The following sections will help students understand the rights and responsibilities with regard to their own work and procedures and policies which must be followed to observe the rights of others.

Compliance with federal regulations governing the use of human subjects, animal care and use, radiation, drugs, recombinant DNA, or the handling and disposal of hazardous materials in research is monitored by a number of federal agencies. Because of these regulations, research compliance is another area of importance to graduate students and the conduct of their research. If approval is relevant to the research, a student must verify that they have complied with the appropriate approval procedure(s) before the initiation of the thesis- or dissertation-related research. This will include review and approval by the Institutional Review Board for the use of human subjects, the Animal Care and Use Committee if the research involves animals, or the Radiation Safety Committee if the research involves radioactive materials. Specific information regarding procedures for obtaining appropriate review of proposed research projects is available at <https://uca.edu/researchcompliance/irb/>. Graduate students conducting research involving any of the areas listed above should consult with the research advisor, department chair, and/or the UCA Research Compliance Officer to determine the required compliance.

## **Responsibilities**

The thesis or dissertation represents a capstone project for many graduate students. Although the graduate student must assume primary responsibility for content

and format of the thesis or dissertation, faculty members are expected to provide guidance.

The University of Central Arkansas offers many avenues of help for the graduate student writing a thesis or dissertation. Access to computers and printers, Torreyson Library, laboratory equipment, and assistance from the thesis or dissertation committee are available to students who choose to take advantage of these opportunities. The responsibility for maintaining a high level of scholarship and writing and for producing a quality document rests with the student as the author of the thesis or dissertation.

Departments offering a Ph.D. must prepare handbooks for Ph.D. students and faculty advisors of dissertations that codify the departmental and disciplinary expectations of graduate education, in general, and the dissertation, in particular. Guidelines should focus on the mutual responsibilities of advisors and students and on a timeframe for completing each major stage of doctoral studies. Similar handbooks are recommended for master's programs, particularly those with a thesis option.

The goal of the Graduate School, as well as the student's thesis or dissertation committee, is to ensure that a document has been produced that will reflect positively on the student, the student's committee and department, the Graduate School, and the University of Central Arkansas.

### **General Information**

Departments determine whether they require, or provide an option for, master's students to submit a thesis. All Ph.D. candidates will complete a dissertation. The following sections outline the general timeline, policies, and procedures for producing a thesis or dissertation at the University of Central Arkansas. It is important to read and

understand the contents of this manual fully. The student must allow sufficient time for the logistics of conducting the research and writing the thesis or dissertation.

### **Selecting a Topic**

Selection of a thesis or dissertation topic is the responsibility of the student. The student is advised to consult with an advisor and other faculty members to explore possible fields of interest and available resources and expertise that may exist within the discipline and the University. The potential contributions of faculty members to the development of the student's thesis or dissertation should be thoroughly investigated before the topic is selected.

The major professor and committee must approve the thesis or dissertation topic. The student will submit a written statement outlining the scope of the proposed study and procedures to be followed for approval. These procedures must comply with University policies regarding research and the use of human subjects, animals, and radioactive materials. The original approval statement and outline are to be maintained in the department office.

### **Selecting a Committee**

Every graduate student who is writing a thesis or dissertation works under the direction of a committee of graduate faculty at the University of Central Arkansas. The committee should be selected within the timeline of the particular degree program in which the student is enrolled. The student should investigate the interests and abilities of faculty and their ability to assist in the particular project which the student proposes to undertake and may suggest faculty for consideration as members of the committee.



**Master's Thesis Committee.** A master's student who is planning to complete a thesis must indicate their intent by filing a **Thesis or Dissertation Committee Selection Form** with the Graduate School. The committee shall be composed of a minimum of three members: the major professor, who must be a full member of the UCA Graduate Faculty; a second member of the graduate faculty of the discipline involved; and a third graduate faculty member *who may be* from outside the student's department. The form is available on the Graduate School's forms page (<https://uca.edu/graduateschool/forms/>). The student's committee chair should access and complete the form. To do so, the chair will need: the student's name, B-number, and email and the committee members' names and department affiliations. The student will then receive the form to digitally sign and will be prompted to enter the name and email of the program coordinator. Once complete, the form will route to the various individuals for approval signatures. This form should be submitted no later than the end of the first semester in which the student enrolls in thesis hours.

**Doctoral Dissertation Committee.** The dissertation committee shall be established according to departmental guidelines. The committee will consist of a minimum of five members of the graduate faculty, at least one from outside the student's department. Note that the chair of the committee must be a full member of the UCA Graduate Faculty. Following the appointment of the committee, the **Thesis or Dissertation Committee Selection Form** should be filed with the Graduate School. The form is available on the Graduate School's forms page (<https://uca.edu/graduateschool/forms/>). The student's committee chair should access and complete the form. To do so, the chair will need: the student's name, B-number, and

email and the committee members' names and department affiliations. The student will then receive the form to digitally sign and will be prompted to enter the name and email of the program coordinator. Once complete, the form will automatically route to the various individuals for approval signatures. This form should be submitted no later than the end of the first semester in which the student enrolls in dissertation hours.

**External Committee Members.** In some instances, it is appropriate for a thesis or dissertation committee to include a committee member from outside the university. It is important to note that at most one member of a thesis or dissertation committee may be external to the university. Further, the external committee member must apply for and obtain graduate faculty status prior to serving on the committee.

#### **Graduate School Deadlines: Master's Degree Candidates**

It is the student's responsibility to complete the requirements that follow, according to the established schedule.

**Thesis Proposal.** A thesis proposal (generally containing the first three chapters of the thesis) should be completed and filed with the department chair as early in the thesis process as possible, but at least by the end of the first semester in which the student registers for thesis credit.

**Continuous Enrollment.** Master's students must register for at least one hour of graduate thesis credit each semester (Fall, Spring, and Summer) after enrolling in their first thesis course, whether the student is in residence or away from the campus.

**Application for Graduation.** The **Application for Graduation** must be completed by the deadline set for each term. This is typically very early in the term and includes the non-refundable payment of a graduation fee. The **Application for**

**Graduation** is required regardless of whether the student plans to participate in the commencement ceremony. Additionally, the student must email the Graduate School with their thesis title and date of defense. Information regarding applying for graduation can be found on the Graduate School's website:

<https://uca.edu/graduateschool/graduation/>.

If a student applies but does not graduate in a given semester, the student must apply to graduate again in the subsequent semester in which they anticipate graduating. The student will be required to pay the graduation fee again.

**Thesis Draft.** To aid in formatting the thesis, a template for the front matter is available on the Graduate School's website. Students are encouraged to utilize this template in preparing their thesis drafts. The **Dissertation and Thesis: Initial Draft Review Checklist** (see Appendix A) is available to support the thesis committee chair in reviewing the draft thesis.

**Thesis Defense.** The deadline for defending the thesis is four weeks before the date of graduation. The announcement of day/time for the defense should be sent to the college dean along with a copy of the thesis draft. In addition, if the student would like to invite the campus to the defense, the committee chair should complete the **Thesis Announcement** form, available on the Graduate School's forms page (<https://uca.edu/graduateschool/forms/>). The chair will be prompted to provide the department, student name, date and time of the defense, degree, thesis title, virtual link and/or location, and the names of the committee members. The defense will then be announced to the UCA campus.

**Thesis Defense Approval.** After successfully defending the thesis, the **Thesis/Dissertation Defense Approval** form must be submitted. This form is available on the Graduate School's forms page (<https://uca.edu/graduateschool/forms/>). Prior to accessing this form, the Committee Chair should contact Jennifer Bell ([jbell15@uca.edu](mailto:jbell15@uca.edu)) to request access to the form. Once access is granted, the Committee Chair will receive additional instructions regarding how to complete the form and route for signatures. It is important to note that the Committee Chair should not initiate this form until *after* the thesis has been successfully defended and all committee members (including the chair) are ready to approve the thesis.

**Final Thesis Draft.** The final draft of the thesis must be uploaded to ProQuest three weeks before the date of graduation. The Graduate School will review the final draft. In the event of requested revisions, a revised final draft must be uploaded to ProQuest. Chapter VI of this document provides information regarding the process of uploading the final thesis draft to ProQuest.

**Approval Notification and Submission of Hard Copy.** Once the final draft has been approved in ProQuest, the student will receive notification from the Graduate Dean. A paper copy of the final, approved thesis must then be submitted to the Graduate School at least three days before the date of graduation. In addition to the paper copy, the **Permission Form** must be submitted. This form is available on the Graduate School's forms page (<https://uca.edu/graduateschool/forms/>) and should be submitted in hard copy form along with the final hard copy of the thesis. Chapter VI of this document provides information about the final copy of the thesis.

The electronic submission of the revised thesis to ProQuest must be complete, and the final copy of the thesis and permission form must be submitted to the Graduate School *before the degree will be awarded.*

### **Graduate School Deadlines: Ph.D. Candidates**

It is the student's responsibility to complete the requirements that follow, according to the established schedule.

**Approval of the Topic.** Approval of the dissertation topic by the major research professor/advisor and a dissertation committee is recommended as early as possible within the guidelines established by the department. Following approval, dissertation work can proceed at any time during a doctoral student's course of study.

**Continuous Enrollment.** Doctoral students must register for a least one hour of dissertation credit each semester (Fall, Spring, and Summer) following approval of dissertation proposal until the work is completed, whether the student is in residence or away from the campus.

**Application for Graduation.** The **Application for Graduation** must be completed by the deadline set for the term in which the dissertation is expected to be completed. This is typically very early in the term and includes the non-refundable payment of a graduation fee. The **Application for Graduation** is required regardless of whether the student plans to participate in the commencement ceremony. Additionally, the student must email the Graduate School their dissertation title and date of defense. Information regarding applying for graduation can be found on the Graduate School's website: <https://uca.edu/graduateschool/graduation/>.

If a student applies but does not graduate in a given semester, the student must apply to graduate again in the subsequent semester in which they anticipate graduating. The student will be required to pay the graduation fee again.

**Dissertation Draft.** To aid in formatting the dissertation, a template for the front matter is available on the Graduate School's website. Students are encouraged to utilize this template in preparing their dissertation drafts. The **Dissertation and Thesis: Initial Draft Review Checklist** (see Appendix A) is available to support the dissertation committee chair in reviewing the draft thesis.

**Dissertation Defense.** The deadline for defending the dissertation is four weeks before the date of graduation. The announcement of day/time for the defense should be sent to the college dean along with a copy of the dissertation draft. In addition, the committee chair should complete the **Dissertation Announcement** form, available on the Graduate School's forms page (<https://uca.edu/graduateschool/forms/>). The chair will be prompted to provide the department, student name, date and time of the defense, degree, dissertation title, virtual link and/or location, and the names of the committee members. The defense will then be announced to the UCA campus.

**Dissertation Defense Approval.** After successfully defending the dissertation, the **Thesis/Dissertation Defense Approval** form must be submitted. This form is available on the Graduate School's forms page (<https://uca.edu/graduateschool/forms/>). Prior to accessing this form, the Committee Chair should contact Jennifer Bell ([jbelle15@uca.edu](mailto:jbelle15@uca.edu)) to request access to the form. Once access is granted, the Committee Chair will receive additional instructions regarding how to complete the form and route for signatures. It is important to note that the Committee Chair should not initiate this

form until *after* the dissertation has been successfully defended and all committee members (including the chair) are ready to approve the dissertation.

**Final Dissertation Draft.** The final draft of the dissertation must be uploaded to ProQuest three weeks before the date of graduation. The final draft will be reviewed by the Graduate School. In the event of requested revisions, a revised draft must be uploaded to ProQuest. Chapter VI of this document provides information regarding the process of uploading the final dissertation draft to ProQuest.

**Approval Notification and Submission of Hard Copy.** Once the final draft has been approved in ProQuest, the student will receive notification from the Graduate Dean. The paper copy of the final, approved dissertation must be submitted to the Graduate School at least three days prior to the date of graduation. In addition to the paper copy, the **Permission Form** must be submitted. This form is available on the Graduate School's forms page (<https://uca.edu/graduateschool/forms/>) and should be submitted in hard copy form along with the final hard copy of the thesis. Chapter VI of this document provides information about the final copy of the thesis.

The electronic submission of the revised dissertation to ProQuest must be complete, and the final copy of the dissertation and permission form must be submitted to the Graduate School *before the degree will be awarded.*

## **CHAPTER II: THE RESEARCH PROPOSAL**

When the student has selected a topic, a formal proposal is prepared and must be approved by the thesis or dissertation committee. The proposal details the student's proposed research and provides the opportunity for review and feedback from the committee. The committee may require revisions prior to approval. Following approval, the student has reasonable confidence that the committee will approve the thesis or dissertation if it is carried through competently according to the proposal. Copies of the approved proposal are to be distributed to the department chair for the departmental file, the major professor, and the student. Any modifications to the proposal require the approval of the student's committee. MFA students, please refer to Chapter IV: Non-Traditional Formats for required elements of the Script and Proposal.

### **Format for the Proposal**

This section provides an overview of the contents of the proposal. The emphasis in this guide is primarily on scientific/social-scientific research reporting. A typical thesis or dissertation in the humanities or arts may not be described in these terms. It is assumed, however, that various parts of a thesis or dissertation in the humanities or arts are mostly analogous to the parts described in this manual. It may be necessary for departments in these areas to assist students in making the necessary conversion in terminology.

### **Chapter Format - Quantitative Research**

Proposals that are written in chapters are the most common but will differ in their content by disciplines and also by the type of proposal (i.e., quantitative or qualitative research). Students should work closely with the research advisor to determine the



specific content required for the type of research to be conducted and for the discipline. The proposal is often the first three to four chapters of the student's thesis or dissertation. The proposal is discussed in terms of what *will be* done in conducting the research. Table 1 presents an example outline of contents generally found in a proposal for quantitative research organized in chapter format.

**Table 1**

*Sample Outline for Quantitative Research Proposal Using a Chapter Format*

---

CHAPTER I: INTRODUCTION

---

- A. Introduction (provides a brief orientation to the reader)
  - B. Statement of the problem
  - C. Significance of the problem (addresses the importance of the problem to the discipline)
  - D. Statement of the purpose (a clear, concise statement of the purpose of the study)
  - E. Theoretical/Conceptual framework (provides a framework for examining the problem and for linking it to relevant literature)
  - F. Objectives, hypotheses, research questions (to be derived from the purpose and framework and provide specific direction for data analysis and interpretation)
  - G. Assumptions/theoretical limitations
  - H. Definition of relevant terms
- (subparts E - H are sometimes contained in a single chapter)

CHAPTER II: REVIEW OF LITERATURE

---

Provides an overview of essential information that will guide the study and illustrates that the researcher has a command of current knowledge regarding the proposed problem.

- A. Review of relevant literature
- B. Review of relevant research literature
- C. Summary

CHAPTER III: METHODOLOGY

---

- Description of the research design (the general strategy for conducting the study)
- A. Population and sample (population to which the findings will be generalized and from which the sample will be selected, how the sample will be selected)
  - B. Setting (where the study will be conducted)
  - C. Protection of subjects' rights (illustrates recognition and protection of rights and welfare of subjects)
  - D. Measurement methods (methods of measuring study variables described, including instruments)
  - E. Plans for data collection (the procedure by which the data will be collected, and who will collect it)
  - F. Plan for data analysis (statistical analysis techniques that will be used)
  - G. Limitations (methodological limitations)
  - H. Study budget and timetable (might be an appendix)

REFERENCES

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## Chapter Format - Qualitative Research

Qualitative research proposals may vary considerably, yet they do contain some common features. The specific theoretical framework selected for qualitative studies significantly influences the content of the proposal. Table 2 presents a sample outline of components for a qualitative research proposal organized in chapter format.

**Table 2**

*Sample Outline for Qualitative Research Proposal Using a Chapter Format*

---

CHAPTER I: INTRODUCTION

---

A. Identification of the phenomenon  
B. Study purpose  
C. Theoretical framework or philosophy  
D. Study questions or aims  
E. Significance of the study  
F. Identification of assumptions  
G. Limitations

CHAPTER II: REVIEW OF LITERATURE

---

Relevant literature reviewed (as appropriate for the type of qualitative study planned).

CHAPTER III: METHODOLOGY

---

A. Researcher's credentials (demonstration of the researcher's ability to conduct the type of study proposed)  
B. Site and population (description of the site for study and population to be used)  
C. Sample (description of the sample and its selection)  
D. Data collection process  
E. Data analysis (techniques to be used to analyze data)  
F. Study budget and timetable (might be located in the appendix)

REFERENCES

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APPENDICES

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## **Alternative Formats**

A department may choose to allow the student to submit portions of a thesis or dissertation in a format ready for submission to a journal in the student's field. If an alternative format is used for the final thesis or dissertation, the student may also submit the research proposal in the form of a publishable article; however, it must include comparable information to the examples given for the chapter formats described above. Furthermore, this format may be adapted as appropriate for historical or analytical research.

## **Formal Presentation of the Research Proposal**

Graduate students conducting a thesis or dissertation are required to present their proposal to their committee, providing members the opportunity to evaluate the student's knowledge and understanding of the proposal as well as the student's ability to reason and present logical explanations to questions related to the research.

The presentation is conducted as a scholarly seminar. The student provides an overview of the proposal highlighting salient points of the proposed research. Audio-visual aids may assist in communicating essential points.

Following the presentation, there is normally an opportunity for questions and answers. For example, the student might be asked to explain the rationale and considerations used in selecting particular theoretical frameworks, instruments, or data analysis techniques. As a result of the meeting, committee members may suggest changes in the proposal and will approve or disapprove the proposal for implementation. A committee may ask for revisions to a proposal before approval.

### CHAPTER III: ELEMENTS AND STYLE

This chapter is designed to be a basic source of information for thesis or dissertation preparation. It establishes the technical parameters within which all students should work, such as quality of paper, margins, the sequence of pages within the manuscript, and the number of copies to be submitted.

#### Style Guides

The student preparing a master's thesis or a doctoral dissertation will use the style manual acknowledged in their discipline as the guide for notes, bibliographies, charts, figures, etc. Departments will inform students which style manual is appropriate. Manuals frequently used include the *MLA Handbook for Writers of Research Papers*; the *Publication Manual of the American Psychological Association*; *Manual for Writers of Term Papers, Theses, and Dissertations*; *The Chicago Manual of Style*; the *American Medical Association Manual of Style*; and *The American Physical Society's AIP Style Manual*. These manuals may also offer guidance on grammatical questions.

In contrast, previously accepted theses and dissertations should never be used as the final guide to style. Examples taken from other theses or dissertations may be out of context or may be incorrect. The existence of a particular style or usage in a previously accepted thesis or dissertation does not establish a precedent for its continuation.

It is the responsibility of the student and the thesis or dissertation advisor to ensure that the thesis or dissertation meets standards required by this manual and, at the same time, recognizes the conventions of the student's discipline. Regardless of the discipline-specific format selected for the thesis or dissertation, certain format

requirements are mandatory and are outlined in the following sections. In addition to the mandatory requirements, suggestions are also provided.

### Page Assignments

Table 3 provides a summary of page assignments for components of the thesis or dissertation.

**Table 3**

*Outline and Pagination for the Thesis or Dissertation*

Components of the Thesis/Dissertation	Page Assignment
Title Page	Lower Case Roman Numeral (Assigned, <u>Not</u> Typed)
*Copyright	
*Acknowledgment	
*Vita	
Abstract	Lower Case Roman Numeral (Typed, Bottom Center)
Table of Contents	
List of Tables (if applicable)	
List of Figures (if applicable)	
List of Symbols and/or Abbreviations	
Main Text of Thesis/Dissertation	Arabic Numerals Starting with 1
Bibliography or Literature Cited	(Typed, Bottom Center, Suppress page numbers on title pages for appendices)
Appendices	

\* Denotes components that are *optional*. All other components are mandatory.

## **Typeface**

The typeface is to be clear, non-distracting, and consistent throughout the thesis or dissertation. Note that although there are specific formats to follow for title pages, appendices, etc., the FONT MUST BE CONSISTENT THROUGHOUT THE TEXT. Exceptions to the selected typeface are allowed for graphs or other illustrations and appendix materials. Script, Old English, or other decorative typefaces are not acceptable. A 10- to 12-point font size is required. Italics may be used, consistent with the style being followed.

## **Margins and Justification**

*To allow for binding, all left-hand margins, including those of appendices, must be 1½ inches wide.* The other margins should use 1 inch for each of the top, bottom, and right margins. Right-hand justification is not allowed. Full or left justification may be used, following the selected style guide. Justification must be consistent throughout the manuscript. Hyphenating words between lines is to be avoided.

## **Line Spacing**

The body of the text must be double spaced, except for blocked quotations, references, footnotes, and similar elements. In the case of these elements, follow the selected style manual. If the selected style manual does not specify line spacing for references, single space within the item and double space between items. *Do not split an item from one page to the next.*

### **Ink Color**

Black ink is to be used for the thesis or dissertation. Though colored ink may be used for graphs and illustrations, it will fade over time and, therefore, is not recommended.

### **Paper**

The Graduate School requires one (1) copy be submitted on twenty (20) pound weight, acid-free or equivalent bond (i.e., at least 25% cotton) paper, 8½ by 11 inches.

Students should consult with the department and committee chair to see if additional copies of the thesis/dissertation are expected. If a student wishes to order additional copies, they will need to do so via ProQuest or another publishing website. The UCA library is no longer able to provide bound copies to students.

### **Illustrations**

Follow the selected style manual for the titling and formatting of illustrations, including tables, graphs, figures, drawings, and photographs. In theses or dissertations using a chapter format, illustrations are normally placed in the text immediately following the paragraph in which they are first referenced. If an illustration is copied from its original source, it is the responsibility of the student to seek permission to reprint the illustration, when needed. A statement regarding permission to reprint should be included with the illustration and formatted according to the selected style manual.

### **Computer-Generated Tables and Graphs**

Tables and graphs generated from a statistical program may be integrated into the thesis or dissertation. Margins of tables must be consistent with the main body of the thesis or dissertation, and reproductions must be clear and distinct.



## **Photographs**

Digital photographs may be included in the text and should represent clear images. If the digital image is copied from an original source, including internet sources, it is the responsibility of the student to seek permission to reprint the illustration, when needed. A statement regarding permission to reprint should be included with the illustration and formatted according to the selected style manual.

## **Original Documents**

Original letters or other similar documents, such as permission to use an instrument or to collect data in a certain institution, are not normally submitted in the thesis or dissertation. If included, though, they should be scanned images that appear in the thesis or dissertation. The originals are retained by the student with the primary research records. The documents may need to be reduced in order to maintain the required margins.

## **Oversized Documents and Other Materials**

Oversized materials (e.g., tables, maps) should be photocopied and reduced to fit within the required margins. Horizontal (landscape) orientation is allowed. If necessary, oversized pages may be used, providing when folded they are no more than 11 inches vertically and do not fold into the binding margin ( $\frac{1}{2}$  inch on the left). A pocket envelope affixed to the thesis or dissertation may be used for materials that cannot be folded within the constraints of the thesis or dissertation.

## **Printing**

The thesis or dissertation is to be printed one-sided, using a letter-quality printer. Poor quality printing or photocopying is not acceptable.

## **Pagination**

Use the following guidelines for pagination of the thesis or dissertation. Table 3 provides an overview of the pagination.

- A. Do not print the page number on the title page, but count it in the sequence of numbers.
- B. Number the additional pages before the text (i.e., the frontmatter) in the lower center of the page, using lower case Roman numerals.
- C. Beginning with the first page of the text through to the end of the text, use Arabic numbers starting with the number 1.
- D. The page number is placed at the bottom center of the page.
- E. Do not number the title pages of appendices, but count them in the sequence of numbers.
- F. Continue using Arabic numbers for the appendices, progressing from the last number of the text, placing them in the bottom center of the page.
- G. Numbers of landscape pages must also show the page number in the bottom center of the page when bound.

## **Elements of the Thesis/Dissertation**

Elements that were included in the proposal (i.e., introduction, review of the literature, methodology, references, and appendices) are also included in the final thesis/dissertation. In the proposal, these were discussed in terms of what *will be* done in

conducting the research but are now discussed in terms of what *was* completed in the research. A summary of the results of the research and a discussion of the implications of the research are also included. These sections appear as Chapters IV and V in a chapter format document. The following are brief descriptions of the common elements of a thesis or dissertation.

### **Preliminary Pages**

**Title Page.** The title page marks the beginning of the actual thesis or dissertation. The wording and format of the title page must conform exactly to that shown in Appendix B. The title of the thesis or dissertation should clearly describe the contents of the thesis/dissertation and should facilitate ease of location on a subject index through the use of keywords. The student must use the same name that they use to register at the University. The title page is considered page i in the front matter Roman numeral sequence. However, the page number does *not* appear on the title page.

The first line of the title is typed in the center of the general page margins in all-capital letters on a line two inches from the top of the page. The remaining title page copy is centered, as illustrated in Appendix B, and is spaced vertically to present an optical balance on the page. The date indicated on this page must correspond to the month and year of official graduation (commencement) even if this does not correspond exactly with the actual date of completion of the thesis.

**Copyright.** A copyright is a form of legal protection given to authors of intellectual works. Copyright protection does not extend to an idea or concept: it extends only to the work in which the idea or concept is embodied. The writer of a thesis or dissertation has created an *original work of authorship* and is entitled to rights under the

copyright law. Chapter VI in this document provides more information about copyrighting the thesis/dissertation. Should the student choose to copyright the thesis/dissertation, the copyright page should be page ii, immediately following the title page. See Appendix C for formatting information for the copyright page.

**Acknowledgments.** This page provides the author with an opportunity to thank those who have assisted in the attainment of the graduate degree. In addition to mentioning individuals, this section may also include acknowledgments to agencies that have provided financial support for the project. Bear in mind that the thesis or dissertation is a professional document and that the tone of the acknowledgments must be appropriate for scholarly work.

**Vita.** The vita provides the reviewer with academic and professional information about the author. The inclusion of the vita is optional.

**Abstract.** The abstract provides a brief summary of the main text of the thesis or dissertation. Appropriate components of the abstract include a statement of purpose of the project, brief summary of the methodology used during the course of the project, a concise summary of the findings, and conclusions reached based upon the results obtained. Note that citations are typically not included in the abstract. The abstract should be formatted in a manner that matches the formatting of the main text of the thesis or dissertation. Abstracts should fall within the range of 100 to 200 words.

**Table of Contents.** The Table of Contents should include a list of all preliminary pages on which page numbers have appeared and all other components included in the thesis or dissertation. Subsections and individual chapters corresponding to the main text should be listed individually. Page numbers must be included for all listed items. An

example can be found in Appendix D. Note that an entry for Table of Contents does not appear in the Table of Contents.

**List of Tables/List of Figures.** All tables appearing in the document (including those located in appendices) should be listed by title and page number. Similarly, on a separate page, all figures appearing in the document should be listed. The titles used should correspond exactly to the titles given to the tables and figures in the body of the thesis or dissertation.

**List of Symbols and/or Abbreviations.** Definitions of special symbols or abbreviations are of significant benefit to the reader of the thesis or dissertation. Although this does not relieve the author of the responsibility of defining abbreviations and symbols within the text the first time they are used, it does provide a convenient source of reference. Symbols and/or abbreviations should appear in alphabetical order.

### **Main Text**

*Text* is a generic term used to refer to the main body of the thesis or dissertation. The manuscript must be divided into a logical scheme that is followed consistently throughout the work. Chapters are the most common major division, but sections and parts are also permissible. Any logical system of subdivision within chapters or sections may be used, but the scheme must be consistent throughout the manuscript.

### **Bibliography/List of References**

The thesis or dissertation must include a list of materials used in the preparation of the manuscript. This may consist only of references cited in the text (List of References), or it may include works consulted as well (Bibliography). The format for citations is determined by the style guide selected by the department.

## Appendices

In carrying out any research endeavor, many activities are conducted that may not be reported as part of a formal manuscript but may provide additional insight as to the completeness of the project. The number and type of appendices that are to be included should be determined by the student in consultation with their research advisor and advisory committee. The format of the appendices should be consistent with that used throughout the remainder of the text.

**Discipline- and Project-Specific Appendices.** The following example appendices are listed to illustrate instances where the inclusion of additional information in the thesis/dissertation may be mandatory. This list is not comprehensive and should not be used to justify the omission of information required by a particular discipline.

***Institutional Animal Care and Use Committee.*** All protocols involving the use of warm-blooded vertebrate animals must receive approval from this committee before the initiation of the experiments. Include a digital copy of the approval letter.

***Institutional Review Board for the Use of Human Subjects.*** This committee must approve all research involving human subjects. Do not include materials that would allow human subjects to be identified. Include a digital copy of the approval letter.

***Letter of Permission to Collect Data.*** If privacy/confidentiality needs to be maintained, redact the site name, address, etc.

***Data Collection Instruments.*** If appropriate, data collection instruments may be included as appendices. Note that permission to reprint an instrument may be required. The student's faculty advisor can provide guidance on this issue.

***Other Documents.*** Additional documents may be included as required by discipline and/or by unique characteristics of the individual study.

## CHAPTER IV: NON-TRADITIONAL FORMATS

Although Chapter III presented the contents of a traditional thesis or dissertation, there are instances where a non-traditional format may be appropriate. This chapter provides an overview of three non-traditional formats. The first two formats are for the Master in Fine Arts (MFA) programs in Film and Creative Writing. The descriptions of these MFA formats are followed by the alternative format that may be used by any of the other disciplines/programs.

### MFA in Film

The following represent the formatting guidelines for required elements of the proposal and thesis for the MFA in Film. Although these guidelines are provided, the student is encouraged to consult with the faculty advisor throughout the process of preparing the thesis. This section is divided into two subsections: 1) the script and proposal, and 2) thesis materials.

#### The Script and Proposal

Students submit a script and proposal in the Spring of their second year. These must be presented and defended in an oral meeting before approval is given by the thesis committee to begin the thesis project.

**Script.** The script should be 20 to 30 pages long and conform to all formatting guidelines and stylistic features of the standardized spec script. These include a plain font (Courier or Times New Roman), pagination in the upper right-hand corner of the page, and 1.5-inch margins.



**Proposal.** The proposal should be 10 to 15 pages (1.5-inch left margin, 1 inch all other margins, double spaced, upper right corner pagination). Descriptions of the proposal elements follow.

**Abstract.** The abstract represents an Executive Summary about the elements of the proposal.

**Artist's Statement.** This statement is about the filmmaker rather than the film. The student should discuss their goals as a filmmaker in general. Questions to address include: Why have you chosen to be a filmmaker? How do you expect to use your skills as a filmmaker for your career?

The student should also discuss their personal objective of the film being produced for the thesis (besides fulfilling the requirements for the degree, of course). Questions to address include: Why are you doing this film? Is there a personal and/or intellectual goal driving the development of your film?

**Production Treatment.** This section includes the following:

- A. Story Summary
- B. Concept Statement – this is a one- to two-sentence pitch that encapsulates the story and style of the film (basically the film's logline)
- C. Intended Audience and Genre
- D. Scenery and/or Location Needs
- E. Required Resources – Camera(s), Lighting, Audio, Studio, etc.
- F. Limitations
  - i. Describe known limitations for the project. This may include budget constraints and/or talent availability.

- ii. Other limitations could exist in facility or infrastructure use and availability.

#### G. Style

- i. Mise en scène – production design, costumes, props, locations, etc.
- ii. Cinematography – composition, camera movement, tonal qualities, etc.
- iii. Editing – pace, rhythm, etc.
- iv. Sound – music, sound effects, etc.

***Literature Review.*** This section is required for films that rely on research, such as historical, scientific, technological, and/or location references. The student should briefly discuss sources for information, such as the internet, library resources, and/or personal interviews. This section should include information regarding which sources were the most useful and provide some insights on how this information informs the script, such as which aspects of the references are most useful and which parts you will omit. A bibliography should also be included.

***Script Analysis.*** The script analysis is a breakdown of the film with the protagonist's goal for the film, the protagonist's goal for each scene, and a breakdown of action/conflict beats for each scene.

***Conclusion.*** This section is added to the proposal after post-production has completed and details how well the finished film accomplished the original vision the student set out to achieve.

#### **Thesis Materials**

The completed thesis project will include the following elements, which must be submitted prior to the defense meeting.

**Film.** Three copies of the completed 20- to 30-minute film. Two standard definition copies on a playable DVD, and one QuickTime version in its original High-Definition resolution on a data DVD.

**Bound Copy of Proposal.** One *bound* original on bond paper of the production proposal, with a new, added Conclusions section, and all language changed to past tense and the final script in proper format with original signatures of the thesis committee on the approval page. The thesis approval page will not be signed until these items are turned in and the committee approves the thesis.

**Production Book.** A production book containing all relevant pre-production and production paperwork, including, but not limited to: script breakdown sheets, storyboards, shooting schedule, element lists (props, costumes, etc.), and all necessary release forms (actor, location, music, etc.), as well as creative documents, including shot lists, set plans, and script analysis.

### **Graduate School Submission**

After all the corrections requested by the thesis or dissertation committee have been made, the student must upload the final draft of the thesis to ProQuest. Chapter VII of this document provides additional details. After making the Graduate School's requested revisions and receiving approval from the Graduate Dean, one *unbound* copy on bond paper of the thesis should be submitted to the Graduate School.

Formatting guidelines can be found in this guide.

## **MFA in Creative Writing**

All Creative Writing MFA candidates will turn in a thesis that demonstrates growth and proficiency in the core areas (i.e., forms, theory, and practice) of Creative Writing. The thesis will be assessed through a rubric.

### **Thesis Requirements**

The thesis for the MFA in Creative Writing must include the following materials.

**Introduction.** A 5- to 10-page introduction on how the student's experience as a creative writing major has transformed the student as a literary and/or mixed-media artist, or a 5- to 10-page critical introduction to the work which addresses relevant theory, artistic influences, and/or historical context. Endnotes will be expected and a bibliography, if appropriate.

**Poetry/prose.** The Introduction is followed by at least 50 pages of poetry or 100 pages of prose formatted to the expectations of UCA's Graduate School. These page counts do not include the introduction, endnotes, and/or bibliography.

### **Assessment Guide**

Upon successful completion of the thesis, students will receive a grade of CR in the thesis course, indicating that credit for the thesis hours has been awarded. In addition to the CR grade, students will also be assessed according to the Assessment Grid (see Table 4) for each of the criteria listed in Table 5. All MFA graduates should achieve at least the *Acceptable* level for all criteria. For the *Exceptional* level, the target is 30% of all Creative Writing MFAs.

**Table 4**

*Assessment Grid*

Score	Rating
E	Exceptional
A	Acceptable
U	Unacceptable

**Table 5***Assessment Criteria with Indicators*

Criteria	Rating		
	U	A	E
Demonstrate proficiency as critical readers of Creative Writing texts	Student exhibits an inability: - to employ appropriate vocabulary to describe the features of passages in poetic, prose, dramatic, nonfiction, and mixed-media texts; and - to use such observations to formulate and support interpretive positions and offer suggestions for revision where appropriate.	Student exhibits an ability: - to employ appropriate vocabulary to describe the features of passages in poetic, prose, dramatic, nonfiction, and mixed-media texts; and - to use such observations to formulate and support interpretive positions and offer suggestions for revision where appropriate.	Student exhibits an exceptional ability in breadth and depth: - to employ appropriate vocabulary to describe the features of passages in poetic, prose, dramatic, nonfiction, and mixed-media texts; and - exceptional ability in breadth and depth to use such observations to formulate and support interpretive positions and offer suggestions for revision where appropriate.
Demonstrate competency in forms of poetry, fiction, nonfiction, scriptwriting, or mixed-media	Student exhibits an inability to write original works including poetry, fiction, nonfiction, dramatic scripts, or mixed-media material.	Student exhibits an ability to write original works including poetry, fiction, nonfiction, dramatic scripts, or mixed-media material.	Student exhibits an exceptional ability in breadth and depth to write original works including poetry, fiction, nonfiction, dramatic scripts, or mixed-media material.
Demonstrate competency in being acquainted with the culture of several specific forms outside the classroom	Student exhibits an inability to grasp professional expectations of several forms pertaining to literary submissions, publishing markets, manuscript formatting, performance possibilities, technological innovations, and pedagogical theories.	Student exhibits an ability to grasp professional expectations of several forms pertaining to literary submissions, publishing markets, manuscript formatting, performance possibilities, technological innovations, and pedagogical theories.	Student exhibits exceptional ability in breadth and depth to grasp professional expectations of several forms pertaining to literary submissions, publishing markets, manuscript formatting, performance possibilities, technological innovations, and pedagogical theories.

## **Alternative Format**

A department may choose to allow students to submit a thesis or dissertation in a format such that it contains articles that are ready for submission to a journal in the discipline. A student using this format must also include information and forms required by the University, as outlined in this manual. This approach to the preparation of a thesis or dissertation differs from the traditional format in that the student will select the journal(s) to which the paper(s) are to be submitted and will follow the journals' guidelines for its publication style.

A thesis or dissertation that follows the alternative format should, at a minimum, include the following:

- **Frontmatter:** includes title page, abstract, table of contents, etc.
- **Introductory Chapter:** provides an introduction to the thesis/dissertation, likely providing an overview of the topic and a description of how the thesis/dissertation is organized; may be as brief as 2 – 3 pages.
- **Program-specific Chapter(s):** These chapter(s) will be determined by the program. There should be at least one chapter that is an article ready for submission to a journal. The number of such chapters is determined by the program. A program may require additional chapters representing, for example, an extended literature review or a supplemental methods section. Chapters that are articles should include the references and appendices (if applicable) that are referred to in the article at the end of the chapter. References and appendices for other chapters should be placed at the conclusion of the thesis/dissertation.

- Concluding Chapter: provides a holistic wrap-up for the thesis/dissertation; may be as brief as 2 – 3 pages.
- References for non-article chapters
- Appendices for non-article chapters

Examples of chapter contents are provided in Table 6.

**Table 6**

*Example Chapter Contents for Theses or Dissertations Using the Alternative Format*

Descriptor	Chapter	Contents
One article with supplementary materials		
		Frontmatter
	Ch 1	Introduction
	Ch 2	Article (with its references and appendices)
	Ch 3	Extended Literature
	Ch 4	Supplementary Methods
	Ch 5	Conclusion
		References
		Appendices
Two articles, no supplementary materials		
		Frontmatter
	Ch 1	Introduction
	Ch 2	Article 1 (with its references and appendices)
	Ch 3	Article 2 (with its references and appendices)
	Ch 4	Conclusion
		References
		Appendices



It is the responsibility of the student and their research advisor to ensure that the thesis/dissertation adheres to the particular requirements of the journal to which the manuscript(s) are to be submitted, as well as to the requirements of this manual. Further, if a manuscript has already been published, it is the responsibility of the student to gain permission from the publishing journal to reprint the manuscript in the thesis/dissertation.

Preferably, manuscripts appearing in the thesis/dissertation should be the work of a single student in consultation and/or collaboration with committee members. In the event that two students have collaboratively written a manuscript, the manuscript may only appear in one student's dissertation.

## CHAPTER V: THESIS OR DISSERTATION DEFENSE

It is important for the student to pay careful attention to the deadlines established for each step in the graduate program. When the thesis or dissertation has been completed, each committee member must be provided a copy with adequate time to read it and to provide feedback to the student. When all committee members have read the thesis or dissertation and approved it in substance, an oral examination of the candidate will be held. The oral examination is principally a defense of the thesis or dissertation. It provides an opportunity for the student to present their work to the committee formally and for the committee to indicate its acceptance or to require further work to make it acceptable.

**The defense must be successfully completed four weeks prior to the date of graduation.** The college dean and department chair should be invited to attend the examination and sent the draft of the thesis/dissertation for their review. In addition, the committee chair should complete the **Thesis Announcement** form or the **Dissertation Announcement** form, which will alert the Graduate School of your defense.

Each department will establish and publish the protocol/procedures for the defense presentation, questioning of the candidate, and voting by the committee; the criteria for passing/failing; and policies and timelines for re-examination if the candidate fails.

## CHAPTER VI: THE FINAL THESIS/DISSERTATION

Following the defense, the student is expected to make any requested edits, corrections, and additions to the thesis/dissertation. Once the *final* draft of the document has been approved by the committee, the next steps involve the submission of the final draft to ProQuest, which includes decisions related to copyright. Following is information related to this process, and the submission of final copies to the Graduate School.

### ProQuest Submission

After all corrections requested by the thesis or dissertation committee have been made, the student must upload the final draft to ProQuest to be reviewed by the Graduate School for formatting compliance. This section includes instructions regarding how to submit to ProQuest as well as publishing options.

#### Submission to ProQuest

The website address for publishing guidelines and submission is [www.etdadmin.com/uca](http://www.etdadmin.com/uca), and technical assistance is available by calling 1-877-408-5027. Read and follow all instructions carefully. Additional Resources and Guidelines can be found at <http://www.etdadmin.com/cgi-bin/main/resources?siteId=361#guides>

The process of uploading the draft to ProQuest is outlined below.

1. Create an account on the submission site: [www.etdadmin.com/uca](http://www.etdadmin.com/uca).
2. Convert your document to a PDF file. If converted properly, the conversion to PDF format should not affect the quality of the original document.
3. Agree to the ProQuest publishing agreement.
4. Upload the PDF file and any supplemental files.

5. Choose whether or not you would like ProQuest to file a copyright on your behalf. Keep in mind that there is a charge to copyright.

The following link provides guidance on avoiding copyright infringement and protecting the copyright a student has on their graduate work submitted to ProQuest ([https://pq-static-content.proquest.com/collateral/media2/documents/copyright\\_dissthesi\\_ownership.pdf](https://pq-static-content.proquest.com/collateral/media2/documents/copyright_dissthesi_ownership.pdf)).

Following a review of the thesis/dissertation by the Graduate School, the student will be contacted via email with requested revisions. Once these revisions have been made, the student will upload a revised draft to ProQuest for review. After the necessary corrections have been made, the student will receive an email indicating that the submission has been approved.

### **Open Access Compared to Traditional Publishing**

**What is open access?** In this context, *open access* means freely available for viewing or downloading by anyone with access to the internet. Dissertations and theses published for Open Access with ProQuest will be available at no charge for viewing or downloading by anyone with access to the internet, indefinitely.

**What is traditional publishing?** In contrast to open access, traditional publishing at ProQuest corresponds with the model in which the author of the work contracts with the publisher to reproduce, distribute, and sell copies of the work. More information can be found at [http://www.etsdadmin.com/UMI\\_PublishingOptionsGuide.pdf](http://www.etsdadmin.com/UMI_PublishingOptionsGuide.pdf). UMI ProQuest publishing fees are available in Table 7.

Table 7

*Publishing and Copyright Fees*

Publishing Services	Document	
	Master’s Thesis	Doctoral Dissertation
Open Access Publishing	\$95	\$95
Traditional Publishing	No Charge	No Charge
Copyright Service	\$75	\$75

**Copyright**

**Understanding Copyright**

A copyright is a form of legal protection given to authors of intellectual works. This protection is provided by federal law to the owners of “original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device.” The Copyright Act of 1976 defines these works as including, but not being limited to, the following: literary works; musical works, including any accompanying words; dramatic works, including any accompanying music; sound recordings; motion pictures and other audiovisual works; pictorial, graphic, and sculptural works; and pantomimes and choreographic works. Copyright protection does not extend to an idea or concept: it extends only to the work in which the idea or concept is embodied. The writer of a thesis or dissertation has created an “original work of authorship” and is entitled to rights under the copyright law.

Numerous works produced by the United States Government are not copyrightable. United States Code Annotated 17-1-105 prohibits copyright protection for

federal government works, including reports written by employees of federal agencies as part of their public function. Works produced by non-government officials with the aid of federal funding are often considered federal works produced by federal employees; however, they may or may not be eligible for copyright protection under this law.

The fact that the author has a federal grant does not automatically put the work in the public domain. The terms of the grant should be reviewed carefully to determine who may claim the copyright to the original work. As the law is written, the government agency concerned can determine in each case whether to allow the grantee to secure copyright in works prepared in whole or in part with the use of government funds.

The effect of section 105 is intended to place all works of the U.S. Government, published or unpublished, in the public domain. This means that the “employee” or “grantee” who wrote the work could not secure copyright in it or restrain its dissemination by the government or anyone else, but it also means that, as far as the copyright law is concerned, the government could not restrain the “employee” or “grantee” from disseminating the work if they choose to do so. The use of the term “work of the United States Government” does not mean that a work falling within the definition of that term is the property of the U.S. Government. To determine if this Federal Law may apply to a thesis or dissertation, the federal grant agreement should be reviewed and contact made with the appropriate federal agency if there are any questions concerning the terms of the grant.

### **The Protection of a Copyright**

The protection of a copyright prevents others from taking credit for or gaining profit from work without consent of the author. According to the Copyright Act of 1976,

the author of the original work automatically holds copyright protection for the work without making notice or formal registration. In the case of the thesis or dissertation, the scholarly endeavor immediately becomes the property of the author and nothing further, such as publication of a copyright notice or registration with the Copyright Office, is needed to secure the copyright. The author's rights are protected automatically when the work is created. A work is "created" as soon as the work is fixed in a tangible medium for the first time. Once the work is made tangible, the author controls the right to print, sell, distribute, perform, display, and revise the work. Therefore, before anyone can copy an author's work, permission must be obtained from the copyright owner. Failure to do so would be an infringement on the owner's rights, allowing the copyright holder to seek damages against improper use of the original work.

If the work was created on or after January 1, 1978, the copyright protection extends from the moment the work was created, through the lifetime of the author, plus an additional 50 years after the author's death.

There are a few factors that limit the copyright owner's exclusive rights to the original work. The concept of "Fair Use" is one limiting factor in copyright protection. "Fair use" is a right given to others whereby they may use copyrighted material in a reasonable manner without the consent of the copyright owner. Others may reproduce portions of the original work, without consent or permission, for purposes such as scholarly criticism, research, teaching, and news reporting. Also, in certain circumstances, libraries are allowed to reproduce copyrighted material without the permission of the copyright owner.

## **Copyright Registration**

Under current law, copyright protection begins from the first moment of its tangible existence without any formal action required on the part of the original author. As of March 1, 1989, it is no longer necessary to place a copyright notice on published copies of a work publicly distributed on or after March 1, 1989, for that work to be entitled to copyright protection. However, certain legal advantages are available only if formal copyright registration is obtained. It is strongly recommended that, as the author of original work, you give public notification and follow mandatory deposit guidelines to afford your work the highest level of protection under copyright law.

**Advantages of Registration.** There are five primary advantages of copyright registration. First, registration (before or within five years after the first publication of the work) is *prima facie* evidence of the validity of the copyright and the facts stated on the registration certificate. Second, registration is required to file suit for copyright infringement. Third, attorneys' fees and statutory damages (i.e., damages which may be collected by a successful copyright infringement plaintiff even in the absence of a showing of actual damages or lost profits) are not available where a work was unregistered at the time of infringement unless the work was registered within three months after the first publication. Fourth, registration establishes a public record of the copyright claim. Finally, the registration may be recorded with the U.S. Customs Service, which will impound (and possibly destroy) imported infringing copies of the copyrighted work.

**Public Notification.** Public notification is the responsibility of the author and requires no advanced registration or permission from the U. S. Copyright Office. A



proper notice should be fixed in such a way as to give *reasonable notice* of the copyright claim and should contain the following elements:

- A. The symbol ©, the word “copyright,” or the abbreviation Copr.;
- B. The year of first publication of the original work; and
- C. The name of the owner of the copyright in the work.

For example, a proper notification would look like this: © 2009 Jane L. Doe (see Appendix C).

**Mandatory Deposit Guidelines.** Works published, with or without notice of copyright, are required to meet certain federal deposit guidelines. The term *Published* is defined as “the distribution of copies or phonorecords of a work to the public by sale or other transfer of ownership, or by rental, lease, or lending.” Mandatory Federal guidelines are as follows:

- A) The Owner of a copyright is required to submit two copies of the original work to the Library of Congress along with the application form and a deposit fee within three months of the date of original publication.
- B) If the deposit is not made, the author could be subject to certain fines and penalties, none of which, however, would affect copyright protection.

**The Graduate School strongly encourages students to place a notice of copyright in the thesis or dissertation and to meet the mandatory deposit guidelines.** Complying with these legal formalities will make the copyright a matter of public record, giving the author more authority over the use of the work. Furthermore, it is necessary that a copyright registration is filed before an infringement suit can begin. For a copyright registration application and answers to copyright and registration questions, detailed

information can be found at <http://lcweb.loc.gov/copyright/>, the official website for the United States Copyright Office.

### **Limitations of the Copyright**

Copyright statutes apply only to the expression of ideas and the body of work in which the ideas are contained. It does not apply to the ideas, facts, processes, and discoveries themselves. Precise duplications of the copyrighted material are protected, but the ideas within the medium can be freely copied, discussed, and/or transmitted. For example, an author may create a cookbook containing original recipes and the processes and procedures required to make each dish. The author's copyright protection would extend only to copying the book. It does not protect the processes and procedures described within. Anyone is free to follow the procedures in the book without illegally infringing upon copyright protection. If the thesis or dissertation contains the blueprint for a mechanical device, written computer software information, details of medical discoveries, improvements in medical rehabilitation services, or an invention of an original nature, copyright laws will not ensure that the original author receives credit for the idea nor that the details of the idea contained within the scholarly work are protected against unwanted reproduction. Authors of a scholarly work of this nature may want to consider seeking information about other types of intellectual property protection, such as patents. Additional information for preparing your thesis or dissertation can be found at <https://www.proquest.com/blog/2013/your-research-your-dissertation-or-thesis-your-rights.html>.

## **Final Copy**

Once the document in ProQuest has received final approval, the student must submit the following to the Graduate School:

1. **One unbound original** on twenty (20) pound weight acid-free or equivalent bond paper (i.e., at least 25% cotton); and
2. A hard copy of the Permission to Use form.

The document is to be submitted in an appropriately-sized envelope that will accommodate the thesis/dissertation. The original on acid-free bond paper will be forwarded to the library where it will be bound and archived in Torreyson Library. Students should consult with the department to see if they require additional copies. Binding of additional copies (department or personal copies) is no longer available through the university library. Additional copies may be purchased through ProQuest.

## **CHAPTER VII: CONCLUSION**

The master's thesis is often the student's first display of advanced scholarly writing, and the doctoral dissertation for the Ph.D. candidate is a demonstration that they are capable of the skills required for acceptance into the select world of advanced scholarship. The quality of approved theses and dissertations affects the academic reputation of the University of Central Arkansas. The Graduate School staff and the Graduate Dean are available to assist graduate students and faculty in understanding the various policies and procedures that must be followed to complete the thesis or dissertation requirements successfully.

## **APPENDICES**

## APPENDIX A

### Dissertation and Thesis: Initial Draft Review Checklist

#### Typeface

- Font is 12 point, Times New Roman or equivalent.
- Font is consistent throughout the document.

#### Margins and Justification

- Left margin is 1.5 inches.
- Top, Bottom, and Right margins are 1 inch. Exception: The first page (i.e., Title Page) has top and bottom margins of 2 inches.
- Full or left justification is consistent throughout the document and follows the selected style guide.

#### Components and Pagination

- The first page is the title page. It is counted but not numbered.
- The remaining pages of the front matter are numbered with lower-case Roman numerals. These pages include: Copyright (optional); Acknowledgments (optional); Vita (optional); Abstract; Table of Contents; List of Tables (if applicable); List of Figures (if applicable); and List of Symbols and/or Abbreviations.
- Beginning with the first page of the main text of the document, the pages are numbered with Arabic numerals, beginning with 1.
- The Bibliography or Literature Cited follows the main text.
- Appendices follow the Bibliography or Literature Cited.
- Title pages for appendices (if applicable) are counted but not numbered.
- If the research involved any live vertebrate animals, a copy of the IACUC approval letter is included as an appendix.
- If the research involved warm-blooded vertebrate animals, a copy of the IACUC approval letter is included as an appendix.
- Any figures or images are reprinted with permission and properly cited.

### **Line Spacing**

- The body of the text is double spaced.
- Components that are not double spaced (e.g., blocked quotations, references, footnotes) are formatted correctly according to the style guide.

### **Page Numbers**

- If a page is numbered, the number appears centered at the bottom.
- The font for page numbers matches the font in the main text of the document.

### **Plagiarism Inspection**

- The document was inspected using the SafeAssign feature in Blackboard. No issues were detected.

### **Writing and Style**

*A cursory review of the writing reveals the following (check all that apply):*

- The document is written in the past tense.
- The document has a mixture of past tense and future tense. This should be corrected, as the entire main text should be written in past tense.
- Few, if any, grammatical/spelling errors are noted. A thorough reading of the document will likely catch these errors.
- Several grammatical/spelling errors are noted. Although these errors are not necessarily distracting to the reader, the writer is encouraged to seek a professional editor to review and edit the document or utilize the services of the writing center
- Grammatical/spelling errors are prevalent and distracting to the reader. The writer is strongly encouraged to seek the help of a professional editor.
- The formatting of headings, quotes, references, etc. appear to follow the appropriate style guide.
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## APPENDIX B

### Title Page

1 ½ inch left margin (for binding)	2 inch top margin	Title in all CAPITALS, double spaced, same font size as main body
<b>A DISCRIMINATIVE STUDY OF METHODS FOR THE QUANTITATIVE DETERMINATION OF FLUORINE</b>		
by William Harold Robert		
A thesis presented to the Department of Biology and the Graduate School of the University of Central Arkansas in partial fulfillment of the requirements for the degree of		
Master of Science in Biology		
Conway, Arkansas May 2009	← Month & Year of <u>commencement</u> , not defense	
2 inch bottom margin		



**APPENDIX C**  
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**APPENDIX D**

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