

GUIDEBOOK

For Preparing Thesis or Dissertation

*August
2004*

Office of Graduate Studies
University of Nebraska-Lincoln
1100 Seaton Hall
Lincoln, NE 68588-0619
(402)472-2875
www.unl.edu/gradstudies

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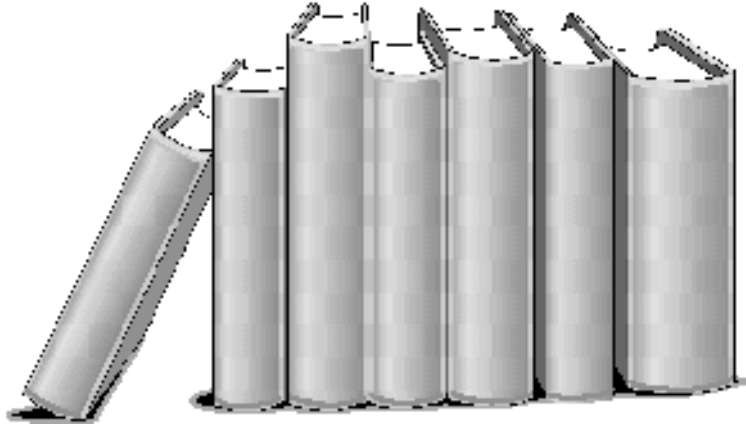
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Dr. Prem Paul

*Vice Chancellor for Research
and Dean of Graduate Studies*

Dr. Ellen Weissinger

*Executive Associate Dean
of Graduate Studies*



STATEMENT OF PURPOSE

This *Guidebook* summarizes the procedures that are followed by the Office of Graduate Studies in assisting masters and doctoral students in preparing their theses and dissertations for final approval. It is important that the student be familiar with the information presented in this *Guidebook*, and observe all the regulations and procedures governing the preparation and submission of the abstract and thesis or dissertation.

STYLE

Theses and dissertations should conform to one of the following style manuals:

American Mathematical Society. *A Manual for Authors of Mathematical Papers*. Providence, RI: Author.

American Political Science Association Committee on Publications. *Style Manual for Political Science*
Washington, DC: Author

American Psychological Association. *Publication Manual of the American Psychological Association* (revised)
Washington, DC: Author.

Campbell, William Giles. *Form and Style in Thesis Writing*. Boston: Houghton-Mifflin Company.

Modern Language Association. *MLA Handbook for Writers of Research Papers*. New York: Author.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. Chicago: University Press.

Please keep in mind that some style manuals have as their purpose the preparation of manuscripts for publication, not the preparation of theses and dissertations. Therefore, some dissertation features (i.e., title page, abstract format, table of contents, absence of running heads) will be different than those suggested for manuscript preparation. If you have any questions concerning style, please contact the masters degree assistant or the doctoral degree assistant at 472-2875. Also, some departments have designated a specific style manual for their theses and dissertations. These are listed on page 4.

The following major departments have designated a specific style manual for their theses and dissertations*:

Actuarial Science

A Manual for Authors of Mathematical Papers

Anthropology

American Anthropologist

Business College

Accountancy

A Manual for Writers of Term Papers, Theses, and Dissertations or *Form and Style in Thesis Writing*

Marketing

Current style sheet of *The Journal of Marketing Research* or *The Journal of Consumer Research*

Communication Studies

Publication Manual of the American Psychological Association or *MLA Handbook for Writers of Research Papers, Theses, and Dissertations*

Community and Regional Planning

A Manual for Writers of Term Papers, Theses, and Dissertations

English

MLA Handbook for Writers of Research Papers, Theses, and Dissertations

Geosciences

Geowriting or *Suggestions to Authors*, U.S. Geological Survey or *Suggestions to Authors*, Canadian Geological Survey, supplemented by *A Manual for Writers of Term Papers, Theses, and Dissertations*. A paper may be prepared in format required by a specific journal if the paper is to be submitted as is for publication.

Journalism

Publication Manual of the American Psychological Association

MLA Handbook for Writers of Research Papers, Theses, and Dissertations

Harvard Law School Blue Book

Mathematics and Statistics

How to write mathematics (Steenrod, Halmos, Schiffer and Dieudonne'), for style.

AMS Author Handbook for general advice on TeX. (www.math.unl.edu/~nhummel/tex.shtml)

Physics and Astronomy

American Institute of Physics Style Manual

Political Science

Style Manual for Political Science, American Political Science Association Committee on Publications

Sociology

Current style sheet of the *American Sociological Review* or *American Journal of Sociology*, supplemented by *A Manual for Writers of Term Papers, Theses, and Dissertations*

Theatre Arts

MLA Handbook for Writers of Research Papers, Theses, and Dissertations

* Always check with your advisor or department chair to determine which style/format is preferred.

TYPING INSTRUCTIONS

The abstract and thesis or dissertation must be typed. Acceptable type includes a dark print from a letter-quality printer or a black ribbon copy from a typewriter. If you are using a letter-quality dot matrix printer, please submit a sample for evaluation early in the semester in which you intend to graduate. Font size should be no less than 10 pitch.

All final copies submitted must be printed on 20 lb. (minimum) white, 25 percent cotton content watermarked bond paper not designed for easy erasure. The required copies may be made by the following methods:

1. **photo offset printing**
2. **photocopying** - at the discretion of the Office of Graduate Studies (i.e., must be legible, clean copies)
3. **word processing printer that meets type requirements**
4. **laser printer**

The Office of Graduate Studies will review your thesis or dissertation for its conformance to format requirements, type of print, abstract format, paper quality, etc.

FORMAT

The **title page** format should be prepared in form according to Sample A (thesis) on page 11 or Sample B (dissertation) on page 12. See also the listing of graduate majors on page 9.

The **abstract** for the thesis or dissertation **MUST NOT CONTAIN MORE THAN 350 WORDS** in its entirety, including the number of words for title, author, etc. It should be double-spaced and formatted according to Sample C on page 13. **DO NOT** number the pages of the abstract. The abstract should be placed immediately after the title page of the thesis or dissertation.

The **thesis or dissertation** must be double-spaced.* Margins should be at least one and one-half (1 1/2) inches on the left and one (1) inch on each of the other three sides (for thesis, see Sample A on page 11; for dissertation, see Sample B on page 12). The thesis or dissertation must be printed on the front of a page only. If plates or folded tables are included, they must have the same margins as the text, or must be folded to come within these margins.

When **numbering pages**, be sure to place the number of the page in the upper right-hand corner one (1) inch down from the top of the page and one (1) inch in from the right-hand side (see page 14). The body of the text will be double-spaced below the page number. Running heads should not be used.

Footnotes should be single-spaced and placed at the bottom of the page to which they pertain unless special instructions are given by the department concerned.

*Special permission has been granted by UMI to use single-spacing, providing the format will accommodate a reduction up to one third of original size, uses a type point size of 12 or larger, and the single spaced format is acceptable to the departmental graduate committee.

APPROVAL PRIOR TO THE ORAL EXAMINATION

MASTERS

The Final Examination Report form (Application for Oral Examination or Waiver) must be submitted to the Office of Graduate Studies at least four weeks (three weeks in the summer) prior to the date of the oral examination. The masters thesis in its preliminary form must be approved by the adviser prior to applying for the final oral examination or waiver.

A preliminary check of one copy of the masters thesis and abstract must be made by the masters degree assistant, Office of Graduate Studies, at least two weeks (one week in the summer) prior to the date of the final oral examination. If the oral examination is waived, the deadline is two-weeks prior to the last published date for holding oral examinations (check masters deadlines on page 1). The thesis and abstract will be reviewed for format requirements, type of print, etc. (At the time of the preliminary check, thesis does not have to be in final form.)

DOCTORAL

The abstract and dissertation must be approved by the Supervisory Committee Chair and the readers prior to filing the Application for the Final Oral Examination or Waiver in the Office of Graduate Studies. The application, signed by the readers, must be presented for approval to the doctoral degree assistant in the Office of Graduate Studies at least three weeks prior to the date of the oral examination. If the oral examination is waived, the deadline is three weeks prior to the last published date for holding oral examinations (check the doctoral deadlines on page 2).

At the time your application is submitted, a (preliminary) review of the abstract and dissertation is made by the doctoral degree assistant. Please submit one copy of the title page, abstract, and dissertation for review. Your final oral examination packet will be given to you at this time. This packet includes the Report on Doctoral Degree, Signature Pages (2), Survey of Earned Doctorates, UNL Exit Survey, and the University Microfilms International Dissertation Agreement form.

The Supervisory Committee has the right to recommend changes in the abstract and the dissertation at the time of the final oral examination. Such changes, should they be requested, normally are made by the student in consultation with the Supervisory Committee Chair and are incorporated in the final versions of the abstract and dissertation that will be deposited in Love Library.

PROCEDURES AFTER THE ORAL EXAMINATION

ADDITIONAL REQUIREMENT

In order to provide education, research, and service to the people of Nebraska and the nation, all University of Nebraska-Lincoln Masters and Doctoral graduates should produce a "lay" abstract in addition to the traditional abstract. We plan to use these abstracts to inform people about the quality and diversity of research generated through our many graduate programs. The purpose of this additional "lay" abstract-vis-a-vis the conventional, more technical abstract-is to provide ordinary citizens with information comprehensible to them regarding the research/creative activity conducted with the study. Not to exceed 350 words and formatted similar to the technical one, the lay abstract should re-state in a vocabulary suitable to a general audience the justification and significance of the thesis/dissertation. Among the topics that may be described in the lay abstract are the implications of the research/creative activity for advancing basic academic scholarship, enhancing economic or technological development, formulating appropriate social policy, or improving the overall quality of life in the community, state, nation, or the world. Inclusion of the lay abstract in the final document is optional but a copy of this lay abstract should be provided to the Office of Graduate Studies when students deposit final copies of theses/dissertations.

MASTERS

Two **unbound** copies of the masters thesis (including abstract) and one additional copy of the abstract must be presented in final form (on bond paper) to the Office of Graduate Studies for approval **BEFORE** going to the Library. The thesis and two copies of the abstract will be stamped and returned to the student for depositing in 318 Love Library. (The Library accepts only copies that carry the Office of Graduate Studies stamp of approval.) One copy of the abstract will be placed in the student's file in the Office of Graduate Studies.

The librarian will sign Part 6 of the Final Examination Report form to verify that the approved copies were received. The student should then proceed to the Cashier Window (121 Canfield Administration Bldg.) to pay the \$25 binding fee (all fees are subject to change). The Cashier will also sign Part 6 of the form to verify that the binding fee has been paid. The Final Examination Report form for the masters degree should then be presented to the Office of Graduate Studies.

DOCTORAL

Following the final oral examination, the student should submit the two final **unbound** copies of the dissertation (including abstract), two additional copies of the abstract, and two extra title pages to the doctoral degree assistant in the Office of Graduate Studies for stamping **BEFORE** going to the Library. Only abstracts/dissertations that meet all published requirements can be approved and stamped for depositing in 318 Love Library. (The Library accepts only copies that carry the Office of Graduate Studies stamp of approval.) The doctoral degree assistant will also check for completed Title Sheet Pages (both **with signatures** of the Supervisory Committee members), the UMI Dissertation Agreement form, and the Final Report on Doctoral Degree signed by those attending the oral examination. These forms are provided by the Office of Graduate Studies at the time the Application for Oral Examination is approved.

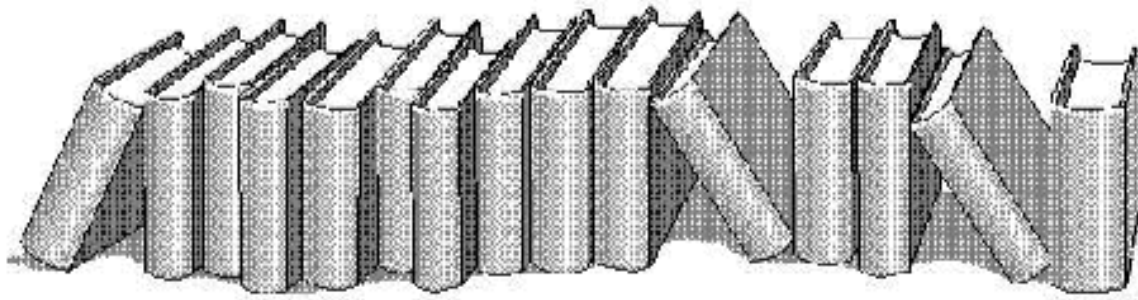
Each student also should check with the Supervisory Committee Chair and departmental office regarding any additional copies of the dissertation that must be prepared, or contact Printing Services, 28 Nebraska Hall. **THE LIBRARY WILL NOT BIND ADDITIONAL COPIES.** The student must make arrangements for binding these additional copies.

The librarian will sign the Final Report on Doctoral Degree and give it to the student to take to the Cashier Window (Room 121 Canfield Administration Bldg.) to pay the required fees. These fees include:

Binding /Electronic	\$25.00
Abstract	\$60.00
Copyright	\$50.00(optional)

Each doctoral student must pay \$60 for the abstract fee and \$25 for binding two copies of the dissertation. University Microfilms will apply for copyright in the name of the author, if authorized. If copyright is requested, there is an additional charge of \$50. These fees, which are subject to change, are payable to the Cashier after the copies are deposited in Love Library.

As the final step following payment of fees, the student should take the Final Report on Doctoral Degree form, with proof of payment and the completed Survey of Earned Doctorates, to the Office of Graduate Studies, 1100 Seaton Hall.



PUBLICATION OF THE DISSERTATION

Under the present plan for publication, the entire dissertation, including the names of the committee members, will be microfilmed **exactly** as approved by the committee and submitted. Copies of these microfilms are procurable by anyone. There will be **no** opportunity for editorial changes or other changes in the manuscript after it has been submitted.

One copy of the doctoral dissertation will be sent by Love Library to University Microfilms for the production of the master negative that will be placed on deposit there for storage and servicing. The dissertation manuscript will be returned to the Library. University Microfilms will produce positives to order at the standard rate. The positives will be available on order to any applicant. University Microfilms will also deposit one positive print in the Library of Congress.

The abstract will be published in *Dissertation Abstracts International*. This publication is available in Love Library and includes a cumulative index by author and subject.

The two final copies of the dissertation remain in Love Library; one is kept in storage and the other is available for public use through the Inter-Library Loan.

GRADUATE MAJORS

A major in Graduate Studies is the area of academic or professional concentration approved by the Board of Regents in which the student chooses to qualify for the award of a graduate degree.

At the University of Nebraska-Lincoln, the following majors lead to the graduate degrees indicated:

- Accountancy - M.P.A.
- Actuarial Science - M.S.
- Agricultural Economics - M.S., Ph.D.
- Agriculture - M.Ag.
- Agronomy - M.S., Ph.D.
- Animal Science - M.S., Ph.D.
- Anthropology - M.A.
- Architecture - M.S.
- Art - M.F.A.
- Biochemistry - M.S., Ph.D.
- Biological Sciences - M.S., Ph.D.
- Biometry - M.S.
- Business - M.A., M.B.A., Ph.D.
- Chemistry - M.S., Ph.D.
- Classics - M.A.
- Communication Studies - M.A., Ph.D.
- Community & Regional Planning - M.C.R.P.
- Computer Science - M.S., Ph.D.
- Economics - M.A., Ph.D.
- Education (Doctoral)
 - *Administration, Curriculum & Instruction - Ed.D., Ph.D.
(New: Educational Studies)
 - *Community & Human Resources - Ed.D., Ph.D.
(New: Human Sciences)
 - *Educational Administration - Ed.D. (joint program w/UNO)
 - *Psychological & Cultural Studies - Ed.D., Ph.D.
(New: Psychological Studies in Education)
- Education (Masters & Specialists)
 - Curriculum & Instruction - M.A., M.Ed., M.S.T., Ed.S.
(New: Teaching, Learning & Teacher Education)
 - Educational Administration - M.A., M.Ed.
 - Educational Psychology - M.A., Ed.S.
 - Health and Human Performance - M.Ed., M.P.E., Ed.S.
 - Special Education & Communication Disorders - Ed.S.
 - Special Education - M.A., M.Ed.
 - Speech-Language Pathology & Audiology - M.S.
- Engineering (Doctoral & Masters)
 - *Engineering - M.Eng., Ph.D.
 - Agricultural and Biological Systems Engineering - M.S.
 - Architectural Engineering - M.A.E.
 - Chemical Engineering - M.S.
 - Civil Engineering - M.S.
 - Computer Science - M.S., Ph.D.
 - Electrical Engineering - M.S.
 - Engineering Mechanics - M.S.
 - Environmental Engineering - M.S.
 - Industrial & Management Systems Engineering - M.S.
 - Manufacturing Systems Engineering - M.S.
 - English - M.A., Ph.D.
 - Mechanical Engineering - M.S.
 - Telecommunications Engineering - M.S.
 - Entomology - M.S., Ph.D.
 - Family & Consumer Sciences - M.S.
 - Food Science & Technology - M.S., Ph.D.
 - Geography - M.A., Ph.D.
 - Geosciences - M.S., Ph.D.
 - History - M.A., Ph.D.
 - Horticulture - M.S.
 - *Horticulture & Forestry - Ph.D.
 - *Human Resources & Family Sciences - M.S., Ph.D.
 - Integrative Biomedical Sciences - Ph.D.
 - Journalism and Mass Communications - M.A.
 - Leadership Education - M.S.
 - Legal Studies - M.L.S.
 - Mathematics & Statistics - M.A., M.S., M.A.T., M.Sc.T., Ph.D.
 - Mechanized Systems Management - M.S.
 - Modern Languages & Literatures - M.A., Ph.D.
 - Museum Studies - M.A., M.S.
 - Music - M.M., D.M.A.
 - Natural Resource Sciences - M.S., Ph.D.
 - Nutrition - M.S., *Ph.D.
 - Nutritional & Health Sciences - M.S.
 - Philosophy - M.A., Ph.D.
 - Physics & Astronomy - M.S., Ph.D.
 - Political Science - M.A., Ph.D.
 - Psychology - M.A., Ph.D.
 - Sociology - M.A., Ph.D.
 - Survey Research and Methodology - M.S., Ph.D.
 - Textiles, Clothing & Design - M.A., M.S.
 - Theatre Arts - M.F.A.
 - Toxicology - M.S., Ph.D. (joint program w/UNMC)
 - Veterinary Science - M.S.

* = Interdepartmental Area of

GRADUATE DEGREES GRANTED AT UNL

Master of Agriculture (M.Ag.)
Master of Architectural Engineering (M.A.E.)
Master of Arts (M.A.)
Master of Arts for Teachers (M.A.T.)
Master of Business Administration (M.B.A.)
Master of Community and Regional Planning (M.C.R.P.)
Master of Education (M.Ed.)
Master of Engineering (M.Eng.)
Master of Fine Arts (M.F.A.)
Master of Legal Studies (M.L.S.)
Master of Music (M.M.)
Master of Physical Education (M.P.E.)
Master of Professional Accountancy (M.P.A.)
Master of Science (M.S.)
Master of Science for Teachers (M.Sc.T.)
Master of Secondary Teaching (M.S.T.)
Educational Specialist (Ed.S.)
Doctor of Education (Ed.D.)
Doctor of Musical Arts (D.M.A.)
Doctor of Philosophy (Ph.D.)

DUAL DEGREE PROGRAMS

The professional program leading to the Juris Doctor (J.D.) degree is provided through the University of Nebraska College of Law. A number of dual degree programs are offered in cooperation with the College of Law and the Office of Graduate Studies. Presently, joint Law/Graduate degree programs exist with the departmental areas of Accountancy; Administration, Curriculum and Instruction; Business Administration; Community and Regional Planning; Economics; Political Science; and Psychology. Students must be accepted separately by the College of Law and by the Office of Graduate Studies. In addition, a professional program leading to the Master of Architecture (M.Arch.) is offered through the College of Architecture. Dual degree programs are offered by the departments of Architecture and Community and Regional Planning (M.Arch./M.C.R.P.), as well as Architecture and Business Administration (M.Arch./M.B.A.).

SPECIALIZATIONS

Approved areas of specialization can be identified within certain majors (or interdepartmental areas) on a transcript as shown in the examples below:

Major:

Interdepartmental Area of Business (Accountancy)
Interdepartmental Area of Engineering (Mechanical Engineering)
Geosciences (Meteorology/Climatology)
History (Nineteenth Century Studies)

FOR FURTHER ASSISTANCE

If you have questions regarding your graduate program or the preparation of your thesis or dissertation, please contact the Masters Programs Specialist at 472-8665 or the Doctoral Programs Specialist at 472-8670.

SELF-REFERENCE AND ENCODING SPECIFICITY
EFFECTS ON THE RECALL OF EXPOSITORY TEXT

by

Gail M. Sikking

A THESIS

Presented to the Faculty of
The Graduate College at the University of Nebraska

In Partial Fulfillment of Requirements

For the Degree of Master of Arts
(or appropriate degree)

Major: Educational Psychology or
Major: Interdepartmental Area of _____
(see attached listing of Graduate Majors)

Under the Supervision of Professor Ann Calkins Brown

Lincoln, Nebraska

May, 2003

(Date should be either month and year of oral
examination or month and year of graduation)

AGLOBALCLIMATEMODELFORRECONSTRUCTING
HOLOCENETEMPERATUREPATTERNS

by

Robert Q. Huntington

ADISSERTATION

Presented to the Faculty of

The Graduate College at the University of Nebraska

In Partial Fulfillment of Requirements

For the Degree of Doctor of Philosophy
(or appropriate degree)

Major: Geography or
Major: Interdepartmental Area of _____
(see attached listing of Graduate Majors)

Under the Supervision of Professor Grace M. Post

Lincoln, Nebraska

May, 2002

(Date should be either month and year of oral
examination or month and year of graduation)

Place page number one inch (1") from the top.

1

Sample Page Format

All text and diagrams must be printed within these margins

(1.5")

(1")

(1")

THESIS/DISSERTATION BINDING PROCEDURES

UNL Printing Services, 1700 Y Street, City Campus

Phone: 472-2146

Bring thesis or dissertation to Printing Services, 1700 Y Street.

Get Binding order forms from Front Desk and fill them out.

COPIES If copies need to be made:

Regular Bond	\$.05 per sheet
25% Cotton Bond	\$.10 per sheet
Color Copies	\$.065 per sheet

You will be called after the copies are made so that you can proof those copies. All copies need to be proofed and signed off on before getting sent to the Bindery. This can be done either by you or by another person of your choosing.

BINDING PRICES

Hard Bound	\$21.00 ea + tax
Over 2"	\$22.00 ea + tax
Soft Bound	\$12.60 ea + tax

WE WOULD LIKE ALL COPIES READY FOR BINDING TO US ON **THURSDAYS BY 5:00 PM**. COPIES CAN STILL BE BROUGHT TO US ON FRIDAYS WITH THE HOPE THAT THE BINDERY HAS NOT PICKED UP THE ORDERS. IF THE BINDERY HAS ALREADY PICKED UP THE ORDERS, YOUR ORDER WILL GET SENT OUT THE FOLLOWING FRIDAY. BINDING ORDERS WILL BE RETURNED ON FRIDAY, ONE WEEK AFTER IT WAS SENT OUT.

MAILING COSTS

On Campus	<i>Free</i>
Off Campus	\$5.00 per book

*** SAMPLE ORDER FORMS ***

UNL
PRINTING & DUPLICATING

OF HARD COVER Quantity, COVER COLOR See Available Colors
 # OF SOFT COVER Quantity, COVER COLOR Red or Black only

FRONT COVER TITLE:

We will make a copy of your cover page.
Just write "see copy".

(AUTHOR) Your Name (DEGREE) Degree Conferred
 (YEAR) Year Conferred

SPINE COPY: (AUTHOR/DEGREE/YEAR)

"see copy"

SPECIAL INSTRUCTIONS

TO OUR CUSTOMERS: TO PREVENT ANY DELAYS OR MISUNDERSTANDINGS WITH YOUR ORDER WE ASK YOU PROOFREAD ALL MATERIALS TO BE BOUND. YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE PROOFREAD THE ABOVE ORDER AND THAT ANY CHANGES OR CORRECTIONS HAVE BEEN TAKEN CARE OF.

DO NOT SIGN UNTIL YOU HAVE CHECKED COPIES _____
 _____ CUSTOMER SIGNATURE DATE

Date _____ 1792

Cash Check # _____
 Bursar Receipt # _____
 Date _____
 (For Office Use Only)

University of Nebraska
 Printing Services
 28 Nebraska Hall
 P.O. Box 880513
 Lincoln, NE 68588-0513
 (402) 472-2146

Binding Order Form

Name Your Name Date Rec'd _____
 Phone Your Phone Date Sent _____
 Degree Your Degree Date Back _____

Copy Services: Copy Charges—Paid _____ Not Paid \$0.10
 Quantity # Paper 25% cotton Cost per sheet
 Quantity # Paper regular Cost per sheet

Binding: Bind Original—Yes Recommended No Not

Hard Bound Quantity Color See Available Colors Cost \$20 ea. + tax
 Soft Bound Quantity Color Red or Black only Cost \$12 ea. + tax

Mailing Instructions:

On Campus: free Subtotal _____
 Off Campus: \$5 per book Sales Tax _____
 Mailing Charge _____

Amount Due

Received by _____ Date _____