

BOISE STATE UNIVERSITY GRADUATE COLLEGE
STANDARDS AND GUIDELINES FOR THESES AND DISSERTATIONS

Boise State University

Graduate College

Fall 2009 (version 1.2)

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Boise State University Graduate College

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ABSTRACT

The purpose of this document is to provide students and faculty with a clear understanding of the thesis/dissertation process, and to provide clear standards and guidelines for formatting and creating a thesis/dissertation.

Please see the *Boise State University 2009-2010 Graduate Catalog* (<http://registrar.boisestate.edu/catalogs/gr09-10.shtml>) for additional information regarding official Graduate College policies and regulations, and college, department, and program details.

If you have questions or concerns regarding the thesis/dissertation process or guidelines not addressed in this handbook or the Graduate Catalog, please contact Jodi Chilson, Coordinator of Theses, Dissertations, and Fellowship Programs, at 208-426-3604 or jodichilson@boisestate.edu.

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CHAPTER ONE: THESIS AND DISSERTATION PROCESS

Overview

Several changes have been made to the thesis and dissertation process. The main differences between the “old” and “new” processes are the following:

Thesis

- Two approval pages are required: the Thesis Defense Committee Approval page and the Thesis Final Reading Approval page.

Note: An electronic version of an approval page (which combines the information required of the Thesis Defense Committee Approval page and Thesis Final Reading Approval page) will need to be included in the electronic copy of the thesis.

- An electronic copy of the thesis must be submitted to the Graduate College on a CD in addition to the three (3) required hardcopies. This electronic copy will be uploaded into ScholarWorks as per the Access Agreement for Theses and Dissertations completed by the student.
- The Graduate College will now assist with committee and personal copies of the completed thesis.

Dissertation

- The two required approval pages are revised: the Dissertation Defense Committee Approval page and the Dissertation Final Reading Approval page.
- The electronic copy of the dissertation submitted by the student to the Graduate College on CD is no longer submitted to ProQuest. As such, the \$65 processing fee is no longer required. The electronic copy will be uploaded into ScholarWorks as per the Access Agreement for Theses and Dissertations completed by the student.
- The Graduate College will now assist with committee and personal copies of the completed thesis.

Please see the sections below for detailed information regarding these changes and other thesis/dissertation specific information. Also, please see the *Boise State University 2009-2010 Graduate Catalog* (<http://registrar.boisestate.edu/catalogs/gr09-10.shtml>) for additional information regarding official Graduate College policies and regulations, and college, department, and program details.

Thesis Process

Overview

Note: Some of these items may be in a different order and may include other steps as determined by your department and advisor; this list is a general overview of the thesis process. Elements required by the Graduate College must occur in the order dictated below.

1. Determine topic.
2. Proposal (if required by department).
3. Select an advisor and committee.
4. Research & Write. (An abstract is highly recommended.)
5. Provide copies of completed thesis to committee at least 2 weeks prior to defense. (Consult your department for exact expectations regarding the time needed for review by the committee and advisor prior to the defense date.)
6. Defend the thesis. If passing, have Defense Committee Approval pages (3 copies on 25% cotton) signed. Bring signed originals to Graduate College.
7. Revise as per committee and advisor requests.
8. Submit a copy for your advisor to review; once approved, have Final Reading Approval pages (3 copies on 25% cotton) signed.
9. Print out a review copy of the thesis; bring review copy and the signed Final Reading Approval pages to the Graduate College.
10. After the Thesis Coordinator reviews the document, pick up review copy from the Graduate College and make required changes.

11. Submit 3 copies of the thesis, printed on 25% cotton paper, and a CD with an electronic copy of the thesis, to the Graduate College. Include a completed Access Agreement for Thesis and Dissertations.

Detailed

For any detailed information not provided below, please consult your advisor or contact the Graduate College. For additional information regarding required forms, see the “Thesis: Required Forms and Instructions” section. For additional information regarding thesis elements and formatting guidelines, see Chapter 2.

Proposal

A thesis proposal must be approved in advance by the supervisory committee. The thesis proposal presents the background, objectives, scope, methods, and time lines of the thesis research. The proposal requirements are not determined by the Graduate College, but will be dictated by each specific department guidelines. Often, this proposal is part of an introductory research methods class; consult your advisor and/or department for details regarding the requirements of this proposal and whether a proposal is required as part of the thesis process.

Note: Substantive work done by the student prior to the appointment of the supervisory committee or work represented by credit other than 593 Thesis (such as 596 Independent Study and 696 Directed Research) is not acceptable for the thesis under any conditions.

Committee Member Selection for the Thesis Committee

Make sure the committee members you want on your thesis committee are eligible. The members on your thesis committee must be on the graduate faculty approved by the

Graduate Council. For a list of these professors, see the “Boise State University Graduate Faculty” and “Adjunct Graduate Faculty” sections of the current Boise State University Graduate Catalogue.

Abstract

An abstract is highly recommended. Because of the continued reliance on electronic media, the inclusion of an abstract is becoming increasingly important. As such, with the use of ScholarWorks and other such thesis/dissertation databases, an abstract becomes the only means of attracting readers to your research. See the “Abstract” section in Chapter 2 for information about writing the abstract for your thesis. See the “ETD Process and ScholarWorks” section in this chapter for information regarding how the electronic version of your thesis is processed and accessed in ScholarWorks.

Review Copy for Defense Committee

Each department has specific expectations regarding the amount of time the committees require to properly review a thesis before a defense. Consult with the department and your advisor to determine the timeframe for submitting a review copy to your committee and defending for the graduation timeline you desire.

Defense (Final Oral Examination) & Defense Committee Approval Page

Schedule your defense as soon as reasonable to ensure you are able to provide your committee enough time to review your work, and to ensure you will be able to meet all deadlines from your department and the Graduate College. The final deadlines for defending

your thesis and submitting the final copies of your thesis to the Graduate College are often within a couple of weeks of each other; plan accordingly.

Consult your advisor regarding the normal procedures and expectations for a Final Oral Examination. Bring at least three (3) copies of the Thesis Defense Committee Approval page, printed on 25% cotton paper, for the committee to sign once the final oral examination has been deemed satisfactory. You may bring these signed originals to the Graduate College as soon as the Final Oral Examination is complete for safe-keeping until you submit your final copies to the Graduate College.

If the Final Oral Examination is unsuccessful, see the “Failure of a Comprehensive Examination or Final Oral Examination” sub-section (pg. 31) of the “Regulations for Master’s Programs” section of the *Boise State University 2009-2010 Graduate Catalog*.

Advisor Final Reading Approval

Following the Final Oral Examination, the defense committee may suggest changes and revisions they would like incorporated into the thesis before the final copies are submitted to the Graduate College. Once the changes are incorporated, provide a copy of the revised thesis to the major advisor (or thesis chair); include at least three (3) copies of Thesis Final Reading Approval page, printed on 25% cotton paper, for the advisor to sign if the thesis is found to be satisfactory to the advisor.

Once the Thesis Final Reading Approval pages are signed, you may deliver them to the Graduate College for safe-keeping. Turn in the Thesis Final Reading Approval pages with the format review copy of the thesis.

Thesis Format Review

A Thesis Format Review must be completed before you can turn in final copies of the thesis to the Graduate College. Once you have defended your thesis successfully and have included all of the changes required by your committee, print out a copy of your completed and approved thesis on regular paper and deliver it to the Graduate College.

The Thesis Coordinator will review your thesis, and notify you when your reviewed thesis is ready to be picked up from the Graduate College. The Thesis Coordinator will provide you with a deadline for returning your final copies to the Graduate College.

No thesis will be accepted for review after the “Last day to submit final signed copies of dissertation or thesis to Graduate Dean’s office” deadline. A review copy of your thesis must be approved by the Thesis Coordinator before you are able to submit final copies to the Graduate College. Thus, if a thesis is not submitted for review before this deadline, the student will not graduate during the commencement for that semester.

During a Thesis Format Review, the Thesis Coordinator will ensure the accuracy of the Table of Contents, List of Figures, and List of Tables; in addition, the Thesis Coordinator verifies and cross references the internal and external reference citations. The Thesis Coordinator will also verify the quality of the document submitted, and will spend extra time verifying the detail and quality of the abstract.

Verify the quality of your document before submitting the document for review. The Thesis Coordinator is not a copy editor; rather, the Thesis Coordinator is a quality assurance specialist. If the thesis does not meet basic quality and thesis preparation guidelines, the document will be rejected. The document will then require further revision and modification

by the student before it can be resubmitted for review by the Thesis Coordinator. Any document rejected from review might be in danger of not meeting the deadline for the desired graduation date.

Please allow 3-4 weeks for review of your document by the Coordinator of Theses and Dissertations.

Submission of Final Copies

Note: No final copies that have not received a format review will be accepted.

Note: The thesis or dissertation requirement of a graduate degree program is not considered satisfied until the Dean of the Graduate College approves its final version.

After incorporating all changes required by the Thesis Coordinator, print at least three (3) copies of the final version of the thesis on 25% cotton paper. Submit these hardcopies and one electronic copy (saved as a .doc or .pdf file) on a CD. Additional copies can be included, as per the “Personal Copies” section below.

With the final copies, also include a completed Access Agreement for Theses and Dissertations. See the “Thesis: Required Forms and Instructions” section below.

The final copies will undergo a further review by the Thesis Coordinator in order to verify all changes required during the Thesis Format Review were incorporated. If the desired changes were not incorporated, your final copies may need to be resubmitted with the required changes. During this secondary review, the Thesis Coordinator also verifies all content and formatting to ensure nothing was missed during the review or printing.

Once the final hardcopies and electronic copy of the thesis are verified, the Thesis Coordinator will submit the thesis to the Dean of the Graduate College for Final Review and Approval. The thesis or dissertation requirement of a graduate degree program is not considered satisfied until the Dean of the Graduate College approves its final version.

Once the Dean of the Graduate College approves the thesis, he will sign the Thesis Final Reading Approval pages, and return the documents to the Thesis Coordinator. The Thesis Coordinator will then finish processing the final copies.

Personal Copies

Three (3) official copies of the document are required by the Graduate College: 1) Library Archive Copy; 2) Library Circulation Copy; and, 3) Department Copy. The required total binding fee for these official copies is \$20.

Note: Two programs do not require the additional Department Copy. These programs are the Master of Science in Raptor Biology and Master of Educational Technology. For students of these programs, only two official copies are required with a \$10 binding fee.

The Graduate College will now assist with personal copies of the thesis. For the regular \$10 per copy fee, the Graduate College will facilitate binding of the following additional copies of the thesis:

- Committee and Advisor Copies (3-5 copies)
- Personal Copy for the Student (1)

Thesis: Required Forms and Instructions

Forms Filled Out Prior to Defense:

Note: The Appointment of Supervisor Committee form should be submitted prior to the Application for Admissions to Candidacy form.

- **Appointment of Supervisory Committee form**—This form should be filled out and submitted to Graduate Admissions (located in the Math/Geosciences building) the second semester of the first year. This form is available here: http://www.boisestate.edu/gradcoll/forms/form_grad_committee26.pdf
- **Application for Admissions to Candidacy form**—This form should be filled out and submitted to Graduate Admissions (located in the Math/Geosciences building) the second semester of the first year. See the Academic Calendar for the exact deadline date. This form is available here: http://www.boisestate.edu/gradcoll/forms/form_grad_candidacy26.pdf

Forms Filled Out During and/or Shortly After Defense:

- **Thesis Defense Committee Approval page**—At least three (3) copies of this page should be printed on 25% cotton paper and signed by your committee members after you have successfully defended your thesis. Drop off the signed pages to the Graduate College (in the Business Building, lower level) as soon as the pages have been signed. The template for this form is available here: <http://www.boisestate.edu/gradcoll/0004.html>
- **Thesis Final Reading Approval page**—At least three (3) copies of this page should be printed on 25% cotton paper and signed by your thesis advisor after you've incorporated any changes the committee requested during defense. The thesis advisor's signature ensures the final version of the thesis is satisfactory to the committee. Turn these pages in to the Graduate College with your dissertation review copy. The template for this form is available here: <http://www.boisestate.edu/gradcoll/0004.html>

Forms to Include with Your Review Copy of the Thesis

- **Culminating Activity Review Request form**—This form can be obtained from the Graduate College when you submit your thesis for review. This form provides the Thesis Coordinator with contact information and basic information regarding your thesis.
- **Thesis Final Reading Approval pages**

Forms to Include with Your Final Copies Delivered to the Graduate College

- **Electronic Thesis Approval page**—This page should be included in your electronic version of your thesis, which will be submitted to the Graduate College on a CD with your final hardcopies of your thesis. This page electronically replaces the Thesis Defense Committee Approval page and Thesis Final Reading Approval page in the electronic copy of the thesis. The example of this page is available here: <http://www.boisestate.edu/gradcoll/0004.html>
- **Submission of Culminating Activity and Binding Request**—This page should be filled out and submitted with your final copies of your thesis. This form will be provided by the Thesis Coordinator when your review copy of the thesis is returned to you. This form provides additional contact and bindery information.
- **Graduate College Access Agreement for Thesis or Dissertation form**—This form should be filled out and included with your final copies of your thesis delivered to the Graduate College. This form provides the student with the opportunity to dictate how they would like their electronic thesis accessed in ScholarWorks. If there are questions regarding this form and the completion of this form, please contact the Thesis Coordinator, Jodi Chilson, via e-mail (jodichilson@boisestate.edu) or phone (208-426-3604).

This form is available here: <http://www.boisestate.edu/gradcoll/forms/AATD.pdf>

Dissertation Process

Overview

Note: Some of these items may be in a different order and may include other steps as determined by your department and advisor; this list is a general overview of the thesis process. Elements required by the Graduate College must occur in the order dictated below.

1. Determine topic.
2. Proposal (if required by department).
3. Select an advisor and committee.
4. External Examiner is assigned, if requested.
5. Research & Write. (An abstract is highly recommended.)
6. Provide copies of completed thesis to committee at least 2 weeks prior to defense. (Consult your department for exact expectations regarding the time needed for review by the committee and advisor prior to the defense date.)

7. Defend the thesis. If passing, have Defense Committee Approval pages (3 copies on 25% cotton) signed. Bring signed originals to Graduate College.
8. Revise as per committee and advisor requests.
9. Submit a copy for your advisor to review; once approved, have Final Reading Approval pages (3 copies on 25% cotton) signed.
10. Print out a review copy of the thesis; bring review copy and the signed Final Reading Approval pages to the Graduate College.
11. After the Thesis Coordinator reviews the document, pick up review copy from the Graduate College and make required changes.
12. Submit 3 copies of the thesis, printed on 25% cotton paper, and a CD with an electronic copy of the thesis, to the Graduate College. Include a completed Access Agreement for Thesis and Dissertations.

Detailed

For any detailed information not provided below, please consult your advisor or contact the Graduate College. For additional information regarding required forms, see the “Dissertation: Required Forms and Instructions” section. For additional information regarding dissertation elements and formatting guidelines, see Chapter 2.

Proposal

A dissertation proposal must be approved in advance by the supervisory committee. The dissertation proposal presents the background, objectives, scope, methods, and time lines of the dissertation research. The proposal requirements are not determined by the Graduate College, but will be dictated by each specific department guidelines. Often, this proposal is part of a research methods class; consult your advisor and/or department for details regarding the requirements of this proposal.

Note: Substantive work done by the student prior to the appointment of the supervisory committee or work represented by credit other than 693 Dissertation (such as

596 Independent Study and 696 Directed Research) is not acceptable for the dissertation under any conditions.

Committee Member Selection for the Dissertation Defense Committee

Make sure the committee members you want on your thesis committee are eligible. The members on your defense committee must be on the graduate faculty approved by the Graduate Council. For a list of these professors, see the “Boise State University Graduate Faculty” section of the current Boise State University Graduate Catalogue.

External Examiner Is Assigned (If Requested)

An external examiner is appointed by the Dean of the Graduate College well in advance of the final oral examination by a process that begins when the chair of the supervisory committee submits a “Request for Appointment of an External Examiner for a Doctoral Dissertation” form to the Graduate College. The external examiner may be from the university or from outside the university but cannot be a member of the academic unit that is responsible for the Ph.D. program. The role of the external examiner is to provide a perspective from outside the academic unit on the quality of the dissertation and the student’s ability to present and defend it.

Abstract

An abstract is highly recommended. Because of the continued reliance on electronic media, the inclusion of an abstract is becoming increasingly important. As such, with the use of ScholarWorks and other such thesis/dissertation databases, an abstract becomes the only means of attracting readers to your research. See the “Abstract” section in Chapter 2 for

information about writing the abstract for your dissertation. See the “ETD Process and ScholarWorks” section in this chapter for information regarding how the electronic version of your dissertation is processed and accessed in ScholarWorks.

Review Copy for Defense Committee

Each department has specific expectations regarding the amount of time the committees require to properly review a dissertation before a defense. Consult with the department and your advisor to determine the timeframe for submitting a review copy to your committee and defending for the graduation timeline you desire.

Defense (Final Oral Examination) & Defense Committee Approval Page

Schedule your defense as soon as reasonable to ensure you are able to provide your committee enough time to review your work, and to ensure you will be able to meet all deadlines from your department and the Graduate College.

The final oral examination should occur no later than the date specified in the academic calendar; this date is set to allow time for final revision and processing of the dissertation so that a student who passes the final oral examination has a reasonable chance for graduation in the same semester or session. The final deadlines for defending your thesis and submitting the final copies of your thesis to the Graduate College are often within a couple of weeks of each other; plan accordingly.

Consult your advisor regarding the normal procedures and expectations for a Final Oral Examination. The final oral examination for a Ph.D. student (also called a defense) must consist of three (3) sequential parts in which the student presents and defends the

dissertation research: 1) a public presentation, 2) a public question and answer session, and 3) a private question and answer session with the defense committee.

The defense committee must include the entire supervisory committee plus a nonvoting graduate faculty representative (GFR) appointed by the Dean of the Graduate College. The GFR conducts all three parts of the final oral examination according to procedures established by the Graduate College. At the request of the advisor, an external examiner may also be present.

Bring at least three (3) copies of the Thesis Defense Committee Approval page, printed on 25% cotton paper, for the committee to sign once the final oral examination has been deemed satisfactory. You may bring these signed originals to the Graduate College as soon as the Final Oral Examination is complete for safe-keeping until you submit your final copies to the Graduate College.

If the Final Oral Examination is unsuccessful, see the “Failure of a Comprehensive Examination or Final Oral Examination” sub-section (pg. 33) of the “Regulations for Doctor of Philosophy Programs” section of the *Boise State University 2009-2010 Graduate Catalog*.

Advisor Final Reading Approval

Following the Final Oral Examination, the defense committee may suggest changes and revisions they would like incorporated into the dissertation before the final copies are submitted to the Graduate College. Once the changes are incorporated, provide a copy of the revised dissertation to the major advisor (or defense chair); include at least three (3) copies of

Thesis Final Reading Approval page, printed on 25% cotton paper, for the advisor to sign if the dissertation is found to be satisfactory to the advisor.

Once the Thesis Final Reading Approval pages are signed, you may deliver them to the Graduate College for safe-keeping. Turn in the Dissertation Final Reading Approval pages with the format review copy of the dissertation.

Dissertation Format Review

A Dissertation Format Review must be completed before you can turn in final copies of the dissertation to the Graduate College. Once you have defended your dissertation successfully and have included all of the changes required by your committee, print out a copy of your completed and approved dissertation, single-sided, on regular paper and deliver it to the Graduate College.

The Dissertation Coordinator will review your dissertation, and notify you when your reviewed dissertation is ready to be picked up from the Graduate College. The Dissertation Coordinator will provide you with a deadline for returning your final copies to the Graduate College.

No dissertation will be accepted for review after the “Last day to submit final signed copies of dissertation or thesis to Graduate Dean’s office” deadline. A review copy of your dissertation must be approved by the Dissertation Coordinator before you are able to submit final copies to the Graduate College. Thus, if a dissertation is not submitted for review before this deadline, the student will not graduate during the commencement for that semester.

During a Dissertation Format Review, the Dissertation Coordinator will ensure the accuracy of the Table of Contents, List of Figures, and List of Tables; in addition, the Dissertation Coordinator verifies and cross references the internal and external reference citations. The Dissertation Coordinator will also verify the quality of the document submitted, and will spend extra time verifying the detail and quality of the abstract.

Verify the quality of your document before submitting the document for review. The Dissertation Coordinator is not a copy editor; rather, the Dissertation Coordinator is a quality assurance specialist. If the dissertation does not meet basic quality and dissertation preparation guidelines, the document will be rejected. The document will then require further revision and modification by the student before it can be resubmitted for review by the Dissertation Coordinator. Any document rejected from review might be in danger of not meeting the deadline for the desired graduation date.

Please allow 3-4 weeks for review of your document by the Coordinator of Theses and Dissertations.

Submission of Final Copies

Note: No final copies that have not received a format review will be accepted.

Note: The thesis or dissertation requirement of a graduate degree program is not considered satisfied until the Dean of the Graduate College approves its final version.

After incorporating all changes required by the Dissertation Coordinator, print at least three (3) copies of the final version of the dissertation on 25% cotton paper. Submit these

hardcopies and one electronic copy (saved as a .doc or .pdf file) on a CD. Additional copies can be included, as per the “Personal Copies” section below.

With the final copies, also include a completed Survey of Earned Doctorates (SED) and an Access Agreement for Theses and Dissertations. See the “Dissertation: Required Forms and Instructions” section below.

The final copies will undergo a further review by the Dissertation Coordinator in order to verify all changes required during the Dissertation Format Review were incorporated. If the desired changes were not incorporated, your final copies may need to be resubmitted with the required changes. During this secondary review, the Dissertation Coordinator also verifies all content and formatting to ensure nothing was missed during the review or printing.

Once the final hardcopies and electronic copy of the dissertation are verified, the Dissertation Coordinator will submit the dissertation to the Dean of the Graduate College for Final Review and Approval. The thesis or dissertation requirement of a graduate degree program is not considered satisfied until the Dean of the Graduate College approves its final version.

Once the Dean of the Graduate College approves the dissertation, he will sign the Dissertation Final Reading Approval pages, and return the documents to the Dissertation Coordinator. The Dissertation Coordinator will then finish processing the final copies.

Required Copies & Personal Copies

Three (3) official copies of the document are required by the Graduate College: 1) Library Archive Copy; 2) Library Circulation Copy; and, 3) Department Copy. The required total binding fee for these official copies is \$20.

The Graduate College will now assist with personal copies of the dissertation. For the regular \$10 per copy fee, the Graduate College will facilitate binding of the following additional copies of the dissertation:

- Committee and Advisor Copies (3-5 copies)
- Personal Copy for the Student (1)

ProQuest

The Graduate College no longer sends copies of the dissertation to ProQuest. If you'd like to submit your dissertation to ProQuest, contact ProQuest directly

(http://www.proquest.com/en-US/products/brands/pl_umidp.shtml).

Dissertation: Required Forms and Instructions

Forms Filled Out Prior to Defense:

- **Application for Admissions to Candidacy form**—This form should be filled out and submitted to Graduate Admissions (located in the Math/Geosciences building) the semester prior to the desired Graduation date. For example, for a May 2009 graduation, the Application for Admissions to Candidacy form should be filled out Fall 2008. See the Academic Calendar for the exact deadline date.

This form is available here:

http://www.boisestate.edu/gradcoll/forms/form_grad_candidacy26.pdf

- **Appointment of Supervisory Committee form**—This form should be filled out and submitted to Graduate Admissions (located in the Math/Geosciences building) the semester prior to the desired Graduation date.

This form is available here:

http://www.boisestate.edu/gradcoll/forms/form_grad_committee26.pdf

Forms Filled Out During and/or Shortly After Defense:

- **Dissertation Defense Committee Approval page**—At least three (3) copies of this page should be printed on 25% cotton paper and signed by your committee members after you have successfully defended your dissertation. Drop off the signed pages to the Graduate College (in the Business Building, lower level) as soon as the pages have been signed.

The template for this page is available here:

<http://www.boisestate.edu/gradcoll/0004.html>

- **Dissertation Final Reading Approval page**—At least three (3) copies of this page should be printed on 25% cotton paper and signed by your dissertation advisor after you've incorporated any changes the committee requested during defense. The dissertation advisor's signature ensures the final version of the dissertation is satisfactory to the committee. Turn these pages in to the Graduate College with your dissertation review copy.

The template for this page is available here:

<http://www.boisestate.edu/gradcoll/0004.html>

Forms to Include with Your Review Copy of the Dissertation

- **Dissertation Final Reading Approval pages**

Forms to Include with Your Final Copies Delivered to the Graduate College

- **Electronic Dissertation Approval page**—This page should be included in your electronic version of your dissertation, which will be submitted to the Graduate College on a CD with your final hardcopies of your dissertation. This page electronically replaces the Dissertation Defense Committee Approval page and Dissertation Final Reading Approval page in the electronic copy of the dissertation.

The example of this page is available here:

<http://www.boisestate.edu/gradcoll/0004.html>

- **Submission of Culminating Activity and Binding Request**—This page should be filled out and submitted with your final copies of your dissertation. This form will be provided by the Dissertation Coordinator when your review copy of the dissertation is returned to you. This form provides additional contact information and bindery information (both for your submitted hardcopies, and for additional personal copies of the dissertation you might desire to obtain on your own).
- **Graduate College Access Agreement for Thesis or Dissertation form**—This form should be filled out and included with your final copies of your dissertation delivered to the Graduate College. This form provides the student with the opportunity to dictate how they would like their electronic dissertation accessed in ScholarWorks. If there are questions regarding this form and the completion of this form, please contact the Dissertation Coordinator, Jodi Chilson, via e-mail (jodichilson@boisestate.edu) or phone (208-426-3604).

The form is available here: <http://www.boisestate.edu/gradcoll/forms/AATD.pdf>

- **Survey of Earned Doctorates (SED) form**—This form should be filled out and included with your final copies of your dissertation delivered to the Graduate College. This form is sent the National Organization for Research at the University of Chicago and will be published in a Summary Report detailing all of the doctorates awarded in the United States.

The form is available here: http://www.norc.org/NR/rdonlyres/D46C147D-7247-40B7-A087-24B0B390A1EC/0/SED0910_frn.pdf

ETD Process & ScholarWorks

In addition to the printed copies of your thesis/dissertation, you are expected to submit an electronic copy of your thesis/dissertation on a CD. The file must be either a .DOC or .PDF file, and must be a single (rather than multiple) file. Additional supporting files may be included on the CD for upload into ScholarWorks; however, the thesis/dissertation itself must be contained in a single file.

When submitting the electronic copy, you must also submit a completed and signed copy of the Access Agreement for Thesis and Dissertations.

ScholarWorks

ScholarWorks is an electronic database for thesis/dissertation storage. When a document is uploaded into this database, the document becomes globally accessible. This means, your research and findings are immediately accessible and made a part of the global discourse for your field. The document can be searched via worldwide search engines like Google Scholar.

The availability of your document can be limited, as you desire, via the options provided on the Access Agreement.

Keywords & Abstracts

Because ScholarWorks provides a means for your thesis/dissertation to globally enter the discourse for your field, the keywords you set for your thesis/dissertation and the content of your abstract are extremely important. Through keywords and the content of your abstract, the reader will determine whether or not they want to download your thesis/dissertation. If the keywords are inaccurate, the reader may not be able to find your document. If the abstracts isn't detailed, the reader may not download and read your research and finding.

General Deadlines: Thesis & Dissertation

These are general deadlines; see the Academic Calendar and consult with your advisor for specific deadlines and how they relate to your thesis/dissertation process.

**Table 1.1 December 2009 Graduation – Thesis & Dissertation Process Deadlines
For December 2009 Graduation**

July 3	<p>Last day to submit "Application for Admission to Candidacy form" (http://www.boisestate.edu/gradcoll/forms/form_grad_candidacy26.pdf).</p> <p><i>Note: Please make sure your Supervisory Committee form (http://www.boisestate.edu/gradcoll/forms/form_grad_committee26.pdf) has been turned in well before this date; the Supervisory Committee form must be turned in before the Application for Admission to Candidacy form.</i></p>
Aug. 28	Last day to apply for graduation for Dec. 2010 graduation (via BroncoWeb).
Oct. 16	Last day to defend thesis/dissertation.
Nov. 6	<p>Last day to submit a review copy of the thesis/dissertation to the Graduate College. The thesis/dissertation copy submitted for review must be defended and approved via the Final Reading Approval of the thesis/dissertation chair.</p> <p><i>Note: Review Copy of Thesis/Dissertation - Once you have defended your thesis/dissertation, and have incorporated the changes requested by your committee, print out a review copy of your thesis/dissertation (single-sided) on regular paper and submit it to the Graduate College for review. A review copy of your thesis will not be accepted after Nov. 6th. You cannot graduate without review and approval of your thesis.</i></p>
Dec. 11	<p>Last day to submit final copies of thesis/dissertation to the Graduate College. Final copies to include three (3) official hardcopies printed on 25% cotton paper and a CD with the electronic copy.</p> <p>No thesis/dissertation will be accepted after this date for December 2010 graduation.</p>

**Table 1.2 May 2010 Graduation – Thesis & Dissertation Process Deadlines
For May 2010 Graduation**

October 5	<p>Last day to submit "Application for Admission to Candidacy form" (http://www.boisestate.edu/gradcoll/forms/form_grad_candidacy26.pdf).</p> <p><i>Note: Please make sure your Supervisory Committee form (http://www.boisestate.edu/gradcoll/forms/form_grad_committee26.pdf) has been turned in well before this date; the Supervisory Committee form must be turned in before the Application for Admission to Candidacy form.</i></p>
January 25	Last day to apply for graduation for May 2010 graduation (via BroncoWeb).
April 9	Last day to defend thesis/dissertation.
April 16	<p>Last day to submit a review copy of the thesis/dissertation to the Graduate College. The thesis/dissertation copy submitted for review must be defended and approved via the Final Reading Approval of the thesis/dissertation chair.</p> <p><i>Note: Review Copy of Thesis/Dissertation - Once you have defended your thesis/dissertation, and have incorporated the changes requested by your committee, print out a review copy of your thesis/dissertation (single-sided) on regular paper and submit it to the Graduate College for review. A review copy of your thesis will not be accepted after April 16th. You cannot graduate without review and approval of your thesis.</i></p>
May 7	<p>Last day to submit final copies of thesis/dissertation to the Graduate College. Final copies to include three (3) official hardcopies printed on 25% cotton paper and a CD with the electronic copy.</p> <p>No thesis/dissertation will be accepted after this date for May 2010 graduation.</p>

**Table 1.3 August 2010 Graduation – Thesis & Dissertation Process Deadlines
For August 2010 Graduation**

March 1	<p>Last day to submit "Application for Admission to Candidacy form" (http://www.boisestate.edu/gradcoll/forms/form_grad_candidacy26.pdf).</p> <p><i>Note: Please make sure your Supervisory Committee form (http://www.boisestate.edu/gradcoll/forms/form_grad_committee26.pdf) has been turned in well before this date; the Supervisory Committee form must be turned in before the Application for Admission to Candidacy form.</i></p>
June 10	<p>Last day to apply for graduation for August 2010 graduation (via BroncoWeb).</p>
June 21	<p>Last day to defend thesis/dissertation.</p>
July 6	<p>Last day to submit a review copy of the thesis/dissertation to the Graduate College. The thesis/dissertation copy submitted for review must be defended and approved via the Final Reading Approval of the thesis/dissertation chair.</p> <p><i>Note: Review Copy of Thesis/Dissertation - Once you have defended your thesis/dissertation, and have incorporated the changes requested by your committee, print out a review copy of your thesis/dissertation (single-sided) on regular paper and submit it to the Graduate College for review. A review copy of your thesis will not be accepted after April 16th. You cannot graduate without review and approval of your thesis.</i></p>
August 8	<p>Last day to submit final copies of thesis/dissertation to the Graduate College. Final copies to include three (3) official hardcopies printed on 25% cotton paper and a CD with the electronic copy.</p> <p>No thesis/dissertation will be accepted after this date for August 2010 graduation.</p>

On-Campus Services for Students

There are several free services on campus to assist with research and writing for graduate students. These include two main service providers: The Writing Center and the Albertsons Library. Other services may be provided as per each academic unit or department; consult with your advisor and department regarding other services that might be available.

The Writing Center

The Writing Center is a service center provided by the English Department for all students at Boise State University. The Writing Center will assist any writer with any stage of the writing process through one-on-one consultation. Please see the Writing Center website for more information or to set up an appointment:

<http://www.boisestate.edu/wcenter/>.

Albertsons Library

The Albertsons Library on campus provides research and research knowledge assistance to any Boise State University student. The Albertsons Library does this through three main means: 1) one-on-one consultation via walk-in service or online chat; 2) one-on-one consultation via your library liaison; and, 3) through informal workshops.

One-on-One Consultation via Walk-in Service or Online Chat

The Albertsons library is well staffed with friendly and knowledgeable librarians, who will be able to assist or direct you. There is also 24-hour assistance available via chat

from the library, so you can ask questions and receive immediate research assistance anytime from any location. Please see the Albertsons Library homepage for these and other services.

Please see the following website for service options at the Albertsons Library:

<http://library.boisestate.edu/reference.shtm>.

Library Liaison

Each department is assigned a library liaison, which means for each department a librarian is assigned who specializes in the subject matter, reference requirements, and research knowledge for that particular field. These library liaisons are available to assist the student in their assigned subject, and are an invaluable source for the graduate students. The library liaison is available to answer questions and provide consultation via e-mail, phone, and for in-person consultation. To find the library liaison for your department, consult the Albertson's Library website, and click "Contact Your Librarian"; or, see the following link:

<http://library.boisestate.edu/CollDev/liaisons.shtm>

Library Workshops

A number of workshops will be offered throughout the semester. Please contact your library liaison for information regarding these workshops and other resources for research and citation assistance. These workshops in the past have focused on topics such as the following: Using EndNote, Copyrights, Citing Sources, etc.

CHAPTER TWO: THESIS/DISSERTATION ELEMENTS, AND STANDARDS AND GUIDELINES

Overview

The student is responsible for all of the content and formatting of the theses/dissertation. A student may acquire assistance for formatting and copyediting of the document, but all changes directly to the content are the student's responsibility. See the following guidelines for styles and standards for formatting the thesis/dissertation according to the Boise State University Graduate College standards.

Note: Any thesis/dissertation failing to meet these standards and guidelines may be rejected during format review.

Please also consult with your thesis/dissertation chair and the styles guide specific to your department and discipline for additional guidelines. Unless approved by the Graduate College, you are expected to adhere to all formatting guidelines in this handbook, unless otherwise noted.

Order of Thesis/Dissertation Elements in Print Copy

The order of some of these elements may vary depending on your discipline/field. Please note such differences on your contact information sheet when submitting your review copy to the Graduate College; this difference must be approved by your major advisor. Unless otherwise approved, the order of your thesis/dissertation must be as follows.

Details regarding the composition of these elements are provided in the “Thesis/Dissertation Elements” section below.

Note: Not all of the elements in this list are required. All required elements are bolded.

The order of thesis/dissertation elements is as follows:

- **Title Page**
- Copyright Page
- **Defense Committee Approval Page**
- **Final Reading Approval Page**
- Dedication
- Acknowledgements
- Autobiographical Sketch of the Author
- Abstract
- **Table of Contents**
- List of Tables
- List of Figures
- List of Graphs
- List of Plates or Photos
- List of Maps
- List of Abbreviations
- List of Symbols
- **Text**
- End Notes, if not in text or at end of chapters
- **References, Bibliography, or Works Cited**
- Appendix
- Glossary

Order of Thesis/Dissertation Elements in the Electronic Copy

The only difference between the submitted print copy and the electronic copy are the approval pages. Instead of the Defense Committee Approval page and the Final Reading Approval page, the electronic copy of the document should include an electronic approval page. This page includes the information provided on these two pages sans the signatures, which allows the student to submit a true electronic copy of the document to the Graduate College for upload into ScholarWorks. This electronic approval page should be listed in the place of the Defense Committee Approval page and the Final Reading Approval page in the electronic copy of the document.

See “Appendix A” for an example of this electronic approval page.

Also, see the Graduate College website for a template of this electronic approval page to include in the electronic copy of your thesis/dissertation:

<http://www.boisestate.edu/gradcoll/0004.html>

Thesis/Dissertation Elements

Title Page

The title page is considered page i in the thesis/dissertation; however, no page number should be listed on this page.

See Appendix A for an example of a correctly formatted title page; ignore the page number in the upper-right corner of this example page as the numbering is for this handbook only. See Table 2.1 for details regarding the elements of the title page and the formatting required.

Table 2.1 Formatting Title Page Elements

Element	Formatting
Title	The title should be centered, and listed in all caps two inches from the top of the page.
	<p>Titles should be clear and concise, and should clearly indicate the focus of the thesis/dissertation. A reader should be able to determine the subject matter and the field simply by reading the title.</p> <p>For example:</p> <p style="padding-left: 40px;">Unclear Title: STUDENT JOURNALS</p> <p style="padding-left: 40px;">Clear Title: USING STUDENT JOURNALS IN THE CLASSROOM TO ENHANCE STUDENT LEARNING</p>
	<p>When a title takes more than one line on the title page, break the title logically into two or more lines. Do not end a title line with a preposition or conjunction.</p> <p>For example:</p> <p style="padding-left: 40px;">Incorrectly Broken Title:</p> <p style="text-align: center;">USING STUDENT JOURNALS IN THE CLASSROOM TO ENHANCE STUDENT LEARNING</p> <p style="padding-left: 40px;">Correctly Broken Title:</p> <p style="text-align: center;">USING STUDENT JOURNALS IN THE CLASSROOM TO ENHANCE STUDENT LEARNING</p> <p style="text-align: center;">or</p> <p style="text-align: center;">USING STUDENT JOURNALS IN THE CLASSROOM TO ENHANCE STUDENT LEARNING</p>

	<p>Avoid the use of phrases such as “A Study of,” “Laboratory Investigations of,” and other such introductory phrases in the title.</p>
	<p>Abbreviations and symbols should not be used in titles unless they are of standard usage and recognized in the discipline.</p>
Author’s Name	<p>The author’s name should be placed in the center of the page, and must be the same name as is listed officially in the student’s record.</p> <p>The author’s name must be listed as it is in BroncoWeb. If you wish to use a different official name, you must change the name in BroncoWeb and in the official record in order to have this different name listed on the title page.</p>
Degree Title and Degree Fulfillment Paragraph	<p><u>Thesis</u>: The degree title and degree fulfillment paragraph must be centered on the bottom third of the page. Ensure the correct document type is listed: thesis or degree. Also, ensure the correct degree title is listed; double-check this degree title against the Graduate catalogue. This degree title must be listed exactly (including punctuation or no punctuation) as it is listed in the Graduate Catalogue.</p> <p>The text of this paragraph is as follows, and must be listed as such, including the same capitalization and punctuation:</p> <p style="text-align: center;">A thesis submitted in partial fulfillment of the requirements for the degree of Master of [Arts or Sciences] in [Discipline], Emphasis Boise State University</p> <p>For example:</p> <p style="text-align: center;">A thesis submitted in partial fulfillment of the requirements for the degree of Master of Fine Arts in Creative Writing Boise State University</p>

	<p>Another example:</p> <p style="text-align: center;">A thesis submitted in partial fulfillment of the requirements for the degree of Master of Science in Exercise and Sports Studies, Biophysical Studies Boise State University</p>
Month and Year	<p><u>Dissertation:</u></p> <p>This text should be centered and listed exactly one inch from the bottom of the page. The month listed should be one of three months, depending on the month you are graduating: December, May, or August. There should be no comma between the month and the year listed.</p> <p>This text is listed two double spaces beneath the degree title and degree fulfillment paragraph.</p> <p>Incorrect: Spring 2010 Incorrect: Spring, 2010 Correct: May 2010</p>

Copyright Page

This is an optional page. If included, type the author's name exactly as it appears on the title page. This page is considered page ii; however, this page should not be paginated.

See Appendix A for an example of the copyright page; ignore the page number in the upper-right corner of this example page as the numbering is for this handbook only.

Copyrights

As the author of a thesis/dissertation, you hold common law copyright before its publication, and no one can legally copy it without your consent. When the bound thesis/dissertation is circulated in the University Library, it is considered a published document. By entering a copyright notice in the thesis/dissertation on the page following the title page, you will have statutory copyright. If you wish to copyright your thesis/dissertation in this way, each copy of the thesis/dissertation must include this page.

To enforce copyright, in the case of infringement, a copyright must be registered with the United States Copyright Office. Register the copyright as soon as possible after publication (i.e., shelving of the document in the library). To register your copyright, write to the U.S. Copyright Office at the following address and ask for a copy of Form TX, “Application for Registration of a Claim to Copyright”:

U.S. Copyright Office
The Library of Congress
Washington, D.C. 20559

Complete the form and return it with one soft-bound copy of your thesis/dissertation and the appropriate fee to the U.S. Copyright Office. You are responsible for the registration of copyright; the University cannot do it for you.

See the Library of Congress website for additional information regarding copyrights:

<http://lcweb.loc.gov/copyright/>.

Defense Committee Approval Page

Note: The three (3) official copies of the Defense Committee Approval page must be printed on 25% cotton paper, and signed by the committee in black ink. If the Defense Committee Approval page(s) are not printed on 25% cotton paper, the student will have to resubmit the Defense Committee Approval pages, printed on the correct paper, even if the incorrect copies are already signed.

Note: Ensure the student's name and all committee member names appear correctly on the Defense Committee Approval page(s). If these names are not correct, the Defense Committee Approval pages will have to be resubmitted by the student even if the incorrect version is already signed and printed on correct paper.

The thesis/dissertation requires two approval pages; the Defense Committee Approval page is the first of these two approval pages included in the print copy of the thesis/dissertation. At the time of the defense, print three (3) copies of this Defense Committee Approval page on 25% cotton paper; if the defense is satisfactory, the committee should sign all three of these forms. Once these forms are signed, bring these to the Graduate College for proper storage.

The Defense Committee Approval page is signed by the defense committee in response to a satisfactory oral defense of the thesis/dissertation. The committee may still desire changes to the thesis/dissertation before final submission of the work to the thesis/dissertation chair. You must make all the committee requested changes to the thesis/dissertation before submitting the thesis/dissertation to your thesis/dissertation chair for final reading approval.

See Appendix A for an example of the Defense Committee Approval page.

See the Graduate College website for a template of this document; ensure you correctly select the thesis or dissertation template, depending on which document you are completing: <http://www.boisestate.edu/gradcoll/0004.html>.

Final Reading Approval Page

Note: The three (3) official copies of the Final Reading Approval page must be printed on 25% cotton paper, and signed by the thesis/dissertation chair in black ink. If the Final Reading Approval page(s) are not printed on 25% cotton paper, the student will have to resubmit the Defense Committee Approval pages, printed on the correct paper, even if the incorrect copies are already signed.

Note: Ensure the student's name and thesis/dissertation chair's name appear correctly on the Final Reading Approval page(s). If these names are not correct, the Final Reading Approval pages will have to be resubmitted by the student even if the incorrect version is already signed and printed on correct paper.

The thesis/dissertation requires two approval pages; the Final Reading Approval page is the second of these two approval pages included in the print copy of the thesis/dissertation. After you have made all of the changes requested by the committee after the defense, submit a copy of your thesis/dissertation to your thesis/dissertation chair for final reading approval. Also, print three (3) copies of the Final Reading Approval page on 25% cotton paper to provide to your thesis/dissertation chair. Once the thesis/dissertation chair has confirmed all requested changes were made and the thesis/dissertation is satisfactory, the thesis/dissertation chair will sign the three (3) copies of the Final Reading Approval page.

Submit the Final Reading Approval pages to the Graduate College with the review copy of your thesis/dissertation. See the “Thesis Format Review” or “Dissertation Format Review” section in Chapter One for more information regarding the review.

See Appendix A for an example of the Final Reading Approval page.

See the Graduate College website for a template of this document; ensure you correctly select the thesis or dissertation template, depending on which document you are completing: <http://www.boisestate.edu/gradcoll/0004.html>.

Acknowledgements

Please ensure that all individuals listed with a doctoral degree are acknowledged as such with the appropriate title listed before their name. If the acknowledged person has multiple titles, use the highest title marker, as appropriate.

Please see the following for the most common Acknowledgements errors.

Incorrect: Doctors Elizabeth Barber and Fred MacIntyr

Special thanks to my committee members: Elizabeth Barber and Fred MacIntyr.

Correct: Dr. Elizabeth Barber and Dr. Fred MacIntyr

In addition, if selections of this thesis/dissertation appear in publication elsewhere, please indicate this in the Acknowledgements.

Autobiographical Sketch of the Author

The Autobiographical Sketch of the Author is not a biographical element to list the life history of the author. Rather, this element should be utilized to highlight the academic and professional career of the author.

As appropriate, list previous publications and conference papers in this section.

Abstract

An abstract is highly recommended. The abstract should include the following: a definitive-statement of the problem; a brief description of the research method(s) and design; major findings, including significance or lack thereof; and, conclusions. The abstract is limited to approximately 500 words.

Because of the increasing reliance on electronic media, the abstract is crucial. The abstract is typically the first thing, other than the title, a reader sees, and largely determines whether or not the document will be read. If an abstract does not clearly outline the thesis of the work, the methods and considerations of the research, and the research and findings contained in the document, the thesis/dissertation will not be read.

See the styles guide recommended by your department, field, and advisor for more information regarding the abstract. Also, please see the *ANSI/NISO Z39.14 - Guidelines for Abstracts* listing in the “Bibliography” of this handbook; this reference has detailed explanations and examples of abstracts.

Table of Contents

The Table of Contents should only list Heading 1, Heading 2, and Heading 3 listings. All other headings and subheadings are omitted from the Table of Contents page. Do not list the title page, copyright page, approval pages, and the Table of Contents on the Table of Contents page.

See Appendix A for an example of a Table of Contents.

Also, see Chapter 3 for instructions on creating Dot Leaders in Word if you are manually creating your Table of Contents.

List of Tables & List of Figures

If the document contains tables and/or figures, these items must be listed in a List of Tables and/or List of Figures, respectively. See Appendix A for an example of a LIST OF TABLES and a LIST OF FIGURES.

References, Bibliography, or Works Cited

For the References, Bibliography, or Works Cited, use the citation method suggested by your discipline and the corresponding styles guidelines. See the styles guide for your discipline to determine which type of References list you need, and to determine of what the corresponding list consists.

It is the student's responsibility to verify that the spelling of each reference and the year of publication cited in the text, figures, and tables agree with the corresponding entries on the references list.

Unless your department requires a specific style that has been approved by the Graduate College, all reference lists should be typed single-spaced with double spacing between entries. The first line of each reference is flush with the left margin and the succeeding lines are indented; i.e. use hanging indent for the entries.

See the "Citation and Reference Standards and Guidelines" section below for details regarding this section. Also, see Appendix A for an example of a Works Cited page in MLA.

Appendix

The appendix should have a title page preceding the appendix content. This title page will contain the words “APPENDIX” and the corresponding alpha-numeric number according to the number of appendices. Below this Heading 1 title, a corresponding subheading (Heading 2) should indicate what is included in the appendix; this subheading should be a single clear title.

In the Table of Contents, this appendix will be listed according to the title page pagination. If there is a single appendix, then a corresponding alpha-numeric number is not needed. For example, if there is only one appendix, the title (Heading 1) will simply be “APPENDIX.” If there are multiple appendices, the titles (Heading 1s) will be as follows, depending on the number of appendices: APPENDIX A, APPENDIX B, APPENDIX C, etc.

See the appendices in this handbook for examples; also see the Table of Contents in this handbook for how to format the appendices in the Table of Contents.

Formatting Styles and Guidelines

General Formatting Guidelines

The table below outlines general formatting guidelines. Please also use this manual for examples of the styles and standards required in your thesis/dissertation. Also, please see Appendix # for example pages.

Table 2.2 General Formatting Guidelines

General Formatting Guidelines	
Paper	<p>Paper must be 8 ½ x 11, bright white, 25% cotton fiber paper. This paper should be either 20- or 24-pound weight. Ensure the paper has the 25% cotton watermark.</p> <p style="text-align: center;"><i>Note: Final paper copies submitted that are not on 25% watermarked paper will be returned to the student.</i></p>
Margins	<p><u>Left Margin</u> = 1.5 inches</p> <p><u>Top Margin</u> = 1 inch, unless it precedes a Heading 1, in which case, the top margin is 2 inches</p> <p><u>Right Margin</u> = 1 inch</p>
Page Numbers	<p>Page numbers should be the same font and font size as the text.</p> <p><u>Front Matter</u>: Page numbers for the front matter should consist of Roman Numerals in the bottom center of the page, 1 inch from the bottom of the page. Page counting starts with the title page; however, the title page, copyright page, and approval pages should not contain a page number.</p> <p><u>Text & Back Matter</u>: Page numbers for the text and back matter should consist of alpha-numeric numbers, and should begin with 1 on the first page of the thesis/dissertation content.</p> <p>If the appendix is supplemental information to the manuscript, page numbers will continue in numerical order. If the appendix or project is a separate guide or manual that may be published, it will have its own title page and table of contents, and the page numbers will start over.</p>

General Formatting Guidelines	
Headings	<p><u>Heading 1</u>: Heading 1s, which includes front matter listings, Chapter titles, and back matter listings, should begin a new page, should be listed in all caps in the center of the page, 2 inches from the top of the page. These headings include, but are not limited to the following examples: DEDICATION, ABSTRACT, TABLE OF CONTENTS, CHAPTER 1, REFERENCES, APPENDIX.</p> <p><u>Heading 2</u>: Follow Heading 1s, and should be in bold and title capped, and listed in the center of the page.</p> <p><u>Heading 3</u>: Should be underlined and title capped, and are aligned left on the page.</p> <p><u>Heading 4</u>: Should be underlined and title capped, and should be indented once.</p> <p><u>Heading 5</u>: Should be underlined and title capped, and should be indented twice. This heading should end in a period, and the paragraph text should start on the same line.</p> <p>For example:</p> <p style="padding-left: 40px;"><u>This Is a Heading 5 Example.</u> This is where the content following this heading would start, and the paragraph and sentences would continue beneath this heading.</p>
Paragraph	<p>The first line of a paragraph in the thesis/dissertation should be indented. The paragraph text should be double-spaced, except in tables and lists in which case 1.5 or single spacing is acceptable to ensure readability and clarity.</p>
Font & Font Size	<p><u>Font</u>: The font should be a serif font. Times New Roman is the standard and preferred font; however, Times and Garamond are also acceptable.</p> <p><u>Font Size</u>: 12-point font is required.</p>

General Formatting Guidelines	
MISC	<p><u>Print Sides</u>: The document should be printed single-sided.</p> <p><u>Spacing</u>: The document content should be double-spaced. Single-space extended quotes (block quotes), footnotes, and bibliography, but double-space between paragraphs or items.</p> <p>Also, single-spacing or 1.5 spacing may be used in tables or lists to assist in readability and clarity of content.</p> <p><u>Text Alignment</u>: All text should be aligned left.</p> <p>Justified is not acceptable, unless the document is created in LaTeX.</p>

Block Quotes

Occasionally, a quote from a referenced work will need to be used in a thesis/dissertation that is more than two (2) lines in length. In these instances, a block quote should be used to clearly designate to the reader what the quoted material is and the voice of the author enters. These block quotes not only clarify references, but also provide a clean and clear look in the document, which a long quote set in the paragraph text would hinder.

A block quotes should be indented, and single spaced. An example of such formatting for a block quote is as follows:

This is an example of a block quote. This is a continued sentence of the block quote, and this is a continuation of that sentence. This is an example of a block quote. This is a continued sentence of the block quote, and this is a continuation of that sentence. This is an example of a block quote. (Saunders 28)

The text following the block is not indented, but is aligned left as it is a continuation of the paragraph. The block quote should not have quote marks, as convention indicates that the indented block is already designated as a quote.

Consult the styles guide and your thesis/dissertation advisor for your discipline to verify how a source is cited in a block quote.

Bullet Lists

The bullet should consist of a solid circle, and the bullet list should be indented one space, equivalent to the indentation of the first line of the paragraph that precedes it. For example:

- This is a properly formatted bullet item.
- This is a properly formatted bullet item.
- This is a properly formatted bullet item.
- This is a properly formatted bullet item.

Citations

See the “Citation and Reference Standards and Guidelines” section below.

Cross-References

Occasionally, there is need for an internal reference to a figure, a table, or another section of the document. In these instances, use the following standards and guidelines. The most important thing in these internal references is consistency.

When referring the reader to another section, figure, or table, ensure the location of this referred to item is clear. This will determine how much information is required in your reference. For example, when referring a reader to something within this chapter of the

handbook, a reference could say simply: “See Table 2.1.” or “See ‘Cross-References’ above.”

If however, the referred to item is in another chapter or major section of the document, provide more information for the reader to easily find the section. For example,

See the example Table of Contents in “Appendix A.”

Or,

See “Thesis Format Review” in Chapter One.

If the location of the item is inherent in the reference, then a detailed cross-reference is unnecessary. For example, if a cross-reference is Chapter Two is asking the reader to refer to a figure in Chapter One, if the figures are numbered according to the chapter and number of the figure in that chapter, than only the reference to the figure is required:

See Figure 1.2.

Rather than,

See Figure 1.2 in Chapter One.

Margins

See “Table 2.1 General Formatting Guidelines” above.

Notes

If your document contains notes, the note items should be indented one space and the note should be set up with a hanging indent. The note should be in italics to differentiate the text from the document body. The following is an example:

Note: This is an example of a note. A longer note will be indented with a hanging indent to clearly indicate the note text.

Number Lists

The number should start at 1 and should consist of no other ornamentation; the number list should be indented one space, equivalent to the indentation of the first line of the paragraph that precedes it. For example:

1. This is a properly formatted number list item.
2. This is a properly formatted number list item.
3. This is a properly formatted number list item.
4. This is a properly formatted number list item.

Page Numbers

See “Table 2.1 General Formatting Guidelines” above.

Paragraph

See “Table 2.1 General Formatting Guidelines” above for basic formatting guidelines for paragraphs.

In addition, paragraph text that follows a list or block quote should not be indented as it is a continuation of the paragraph preceding the list or block quote. See the “Block Quote” section above for an example.

Figures

Figures should be centered on the page. Every figure in the document should have a figure caption. As such, all figures in a document will be listed in a List of Figures, which will follow the Table of Contents (and follow the List of Tables, if the document has Tables).

The following is an example of a properly formatted figure, with the corresponding figure caption.



Figure 1 This Is an Example Figure

Figure Captions

The figure caption should be centered and bolded, placed beneath the figure to which it refers. The figure caption should be title capped. All figure captions must match the figure captions listed in the List of Figures.

The numbering for the figure captions can vary. The numbering can be chronological or based on the chapter in which the figure is located, and the subsequent number of the figure in that chapter. For example, the second figure in the third chapter of a thesis/dissertation could be numbered as “Figure 3.2 Here Is the Example Figure Caption.”

The figure caption should occur on the same page as the figure.

Figure Captions in Appendices

Regardless of which number style is adopted for the figure captions in the rest of the document, figure captions in the appendices must be listed with the appropriate appendix indicator and the subsequent number of the figure. For example, the third figure listed in Appendix B would be numbered as “Figure B.3 Here Is the Example Figure Caption.”

This numbering system clearly indicates the location of the figure in the document for the reader when the reader is viewing the List of Figures, or when a reference is made in the document to the respective figure.

Footnotes

Refer to the styles guide for your discipline for instructions on how to format the footnotes section of your document. If no prescribed method is indicated, please use the following guidelines.

The footnotes should appear on the same page as the citations to which the footnotes refer. A line should separate the document text on the page and the footnote text. A space should precede and follow the line separating the text and footnotes. The footnotes should be single-spaced, and double-spaced between each footnote.¹ For an example, see the bottom of this page.²

Tables

Tables should be aligned left. The table must consist of a clear and concise table header, which indicates what the reader should expect in the table and how the reader is to read the table. The content in the table cells can be single spaced, rather than double spaced for readability and clarity.

¹ This is an example of footnote text. This sentence will carry over to the next in a single-spaced fashion, and the example footnote will continue.

² This is an example footnote.

Every table should have a table caption listed above it. See “Table Captions” below for instructions of what this table caption should consist.

If the table must flow over multiple pages, ensure the table header repeats at the top of each page to indicate clearly to the reader how each column should be read.

Table Captions

The table caption should be aligned left and bolded, placed above the table to which it refers. The table caption should be title capped. All table captions must match the table captions listed in the List of Tables.

The numbering for the table captions can vary. The numbering can be chronological or based on the chapter in which the table is located, and the subsequent number of the table in that chapter. For example, the second table in the third chapter of a thesis/dissertation could be numbered as “Table 3.2 Here Is the Example Table Caption.”

The table caption should appear on the same page as the table.

Table Captions in Appendices

Regardless of which number style is adopted for the table captions in the rest of the document, table captions in the appendices must be listed with the appropriate appendix indicator and the subsequent number of the table. For example, the third table listed in Appendix B would be numbered as “Table B.3 Here Is the Example Table Caption.”

This numbering system clearly indicates the location of the table in the document for the reader when the reader is viewing the List of Figures, or when a reference is made in the document to the respective table.

Citation and Reference Standards and Guidelines

The citation and reference standards and guidelines for your thesis/dissertation are heavily determined by your discipline and field. Please ensure the accuracy of your internal and external citations, and ensure you have properly created your References, Bibliography, or Works Cited listing. Listed below are some general guidelines for preparing your citations; consult your advisor and the styles guides per your discipline for detailed reference-preparation guidelines.

You are responsible for adhering to the most current citation and reference styles and guidelines required by your field.

Note: Any thesis/dissertation failing to meet basic standards and guidelines for citations, or failing to be accurate and diligent in referenced sources, may be rejected during Format Review.

Bibliography vs. References vs. Works Cited

Which type of references list you use depends on two main factors: 1) your discipline, and 2) how you intend to list sources. For example, if you use regular internal citation in which a shortened citation is used to refer the reader to the full citation listed in the references list, then you would want to use a References list or a Works Cited; which is to say, you would want to use a listing that consists of all of the sources you referred to in the document body. However, if you are using footnotes throughout the document as the main means of providing full citation information, you might prefer to use a selected Bibliography; this selected Bibliography could list additional sources you found helpful but didn't cite directly in the document, and could also contain detailed listings from the internal citation.

In general, the References and Works Cited are the preferred method as these two citation listings provide the reader with clear source references to which they can refer for further information or confirmation of the research completed for the thesis/dissertation.

Sometimes the Bibliography is not limited in the items cited; in these instances, the Bibliography functions the same way as a References list or a Works Cited. See the *Chicago Manual of Style* for a detailed description of the differences in Bibliography choices and detailed descriptions of the References and Works Cited.

Internal Citation

Some method of internal citation is required. Whichever method is used, the reader should clearly and easily be able to determine the referenced source, and in addition, should be able to easily identify the full citation in the References, Works Cited, or Bibliography (or the full citation listed in the footnotes, depending on the citation method).

Please follow the convention used by your discipline; see the styles guide recommended by your department and/or thesis/dissertation advisor.

If your document contains footnotes, please see the “Footnotes” section above for information about formatting the footnotes section in your document.

Multimedia Files

Occasionally, a student may desire to have supporting media files with their thesis/dissertation. These may include video or music files, or other supporting media. These media files are not in place of the thesis/dissertation nor are they directly a part of the

work; they are in support of the work, which means they add value, but the thesis/dissertation can stand alone without the additional files, video, etc.

In these cases, a student may wish to include the supporting media with their final thesis/dissertation. The student must own the rights to the supporting files/documents.

If you wish to include the supporting media, when turning in your final copies to the Graduate College, turn in four CDs. Three CDs should contain a copy of the multimedia file(s); the fourth CD should contain both a copy of the thesis/dissertation and a copy of the multimedia file(s).

Each CD should be labeled with the student's name and the name of the thesis/dissertation.

CHAPTER THREE: BASIC INSTRUCTIONS FOR USING MICROSOFT WORD

Overview

Note: In order for your thesis, project, or dissertation to be uploaded correctly in the ETD system, the document must be in a single file. This single file can be a .DOC file or a .PDF file.

For LaTeX specific information, please see the instructions provided by your department. Minor aspects of this guide may differ slightly from the LaTeX templates provided by your department.

Basic Instructions for Using Microsoft Word

Creating a Single File from Multiple Files Using Microsoft Word

Word 2003

In Word 2003, do the following:

1. Open the first document
2. Move cursor to end of that document or at the place where you would like to insert the other document.
3. Select "Insert" from the top menu, and from the dropdown list select "File," and browse to the document you would like to include.
4. Repeat steps 2 and 3 until all documents (chapters) have been added.

Word 2007

Note: If you want to insert the header and footer also, be sure to insert the text from the file in a new section so that the header and footer are applied to only those pages.

In Word 2007, the Insert File command has been renamed Text from File and moved to the Object menu on the Insert tab. Insert text from another file by doing the following:

1. Click where you want to insert the text.
2. On the Insert tab, in the Text group, click the arrow next to Object, and then click Text from File.
3. In the Insert File dialog box, locate the file that you want, and then double-click it.

Creating a Single File from Multiple Files Using Acrobat Adobe Professional

In Adobe Acrobat Pro, merge files into a single PDF by clicking File, Create PDF, then Merge Files into a Single PDF.

Creating Dot Leaders for Manual Table of Contents in Word

1. Select Format.
2. Select Tabs.
3. Type in the Tab Stop Position as 0.5.
4. Select Alignment/Left.
5. Select Leader/#1 None.
6. Select Set.
7. Type in Tab Stop Position as 1.0.
8. Select Alignment/Left.
9. Select Leader/#1 None.
10. Select Set.
11. Type in Tab Stop Position as 5.63.
12. Select Alignment/Left.
13. Select Leader/#2...leader.
14. Select Set.
15. Type in Tab Stop Position as 5.89.
16. Select Alignment/Right.
17. Select Leader/#1 None.

18. Select Set.
19. Select OK.
20. In the document, type the heading title, hit space bar twice, press Tab twice, then type in the page number.

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APPENDIX A

Example Pages

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THE INFINITE QUANDRY OF MITOCHONDRIA FIXATION:
THE STORY OF DALLAS MAGEE

By

Stephanie Stacy Starr

A thesis

submitted in partial fulfillment

of the requirements for the degree of

Master of Fine Arts in Creative Writing

Boise State University

December 2009

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Stephanie Stacy Starr

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BOISE STATE UNIVERSITY GRADUATE COLLEGE

DEFENSE COMMITTEE APPROVAL

of the thesis submitted by

Stephanie Stacey Starr

We have read and discussed the thesis submitted by student Stephanie Stacey Starr, and we have evaluated her presentation and response to questions during the final oral examination. We find that the student has passed the final oral examination. The thesis is satisfactory for a master's degree and ready for any final modifications that we may explicitly require.

Date

Marie S. Curie, Ph.D.
Chair, Supervisory Committee

Date

H. Rudolf Hertz, Ph.D.
Member, Supervisory Committee

Date

James Clerk Maxwell, Ph.D.
Member, Supervisory Committee

BOISE STATE UNIVERSITY GRADUATE COLLEGE

FINAL READING APPROVAL

of the thesis submitted by

Stephanie Stacey Starr

To the Graduate College of Boise State University:

I have read the thesis of Stephanie Stacey Starr in its final form and have found that (1) the modifications required by the defense committee are complete; (2) the format, citations, and bibliographic style are consistent and acceptable; (3) the illustrative materials including figures, tables, and charts are in place; and (4) the final manuscript is ready for submission to the Graduate College.

Date

Marie S. Curie, Ph.D.
Chair, Supervisory Committee

Approved for the Graduate College:

Date

John R. Pelton, Ph.D.
Dean of the Graduate College

BOISE STATE UNIVERSITY GRADUATE COLLEGE

DEFENSE COMMITTEE AND FINAL READING APPROVALS

of the thesis submitted by

Stephanie Stacey Starr

Thesis Title: The Effect of Alien Spaceship Engines on the Thermal Convection of the Atmosphere During the Quaternary Period

Date of Final Oral Examination: 01 April 2009

The following individuals read and discussed the thesis submitted by student Stephanie Stacey Starr, and they evaluated her presentation and response to questions during the final oral examination. They found that the student passed the final oral examination.

Marie S. Curie, Ph.D. Chair, Supervisory Committee

H. Rudolf Hertz, Ph.D. Member, Supervisory Committee

James Clerk Maxwell, Ph.D. Member, Supervisory Committee

The final reading approval of the thesis was granted by Marie S. Curie, Ph.D., Chair of the Supervisory Committee. The thesis was approved for the Graduate College by John R. Pelton, Ph.D., Dean of the Graduate College.

ABSTRACT

This is an example sentence. This is another example sentence that follows the sentence before this one. This is another example sentence. Another sentence will follow, which will also be an example, demonstrating what another sample sentence could look like. Here is another example sentence.

This is an example sentence. This is another example sentence that follows the sentence before this one. This is another example sentence. Another sentence will follow, which will also be an example, demonstrating what another sample sentence could look like. Here is another example sentence.

ABSTRACT

The Effect of Alien Spaceship Engines on the Thermal Convection of the Atmosphere
During the Quaternary Period

Stephanie Stacey Starr

This is an example sentence. This is another example sentence that follows the sentence before this one. This is another example sentence. Another sentence will follow, which will also be an example, demonstrating what another sample sentence could look like. Here is another example sentence.

This is an example sentence. This is another example sentence that follows the sentence before this one. This is another example sentence. Another sentence will follow, which will also be an example, demonstrating what another sample sentence could look like. Here is another example sentence.

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CHAPTER ONE: CHAPTER HEADING 1 HEADING

Heading 2

Heading 3

Heading 4

Heading 5. The paragraph keeps going from this same line.

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APPENDIX B**Common Mistakes Observed During Format Review
and Editing Marks Used on Format Review**

Common Mistakes Observed During Format Review

- Headings, Figure Captions, Table Captions, etc do not match those items listed in the Table of Contents, the List of Figures, the List of Tables, etc.
- Incorrect student name: Name must match what is in BroncoWeb.
- Incorrect degree title: Must be the same as title in catalogue
- Incorrect graduation date: Should be one of three choices plus the graduation year: December, May, or August. Do not list season.
-

Reasons a Document May Be Rejected During Format Review

- The standards and guidelines for thesis/dissertation formatting are not followed
- Citations are incorrect beyond what is reasonable

Reasons a Document May Be Returned After Final Copy Submission

- Incorrect Defense Committee Approval Pages or Final Reading Approval Pages; errors on these pages, or printed on incorrect paper: there must be 3 official copies of each of these signed forms printed on 25% cotton paper.
- Incorrect student name listed
- Incorrect degree title listed
- Incorrect font and font size
- Incorrect paper type
- Poor printed or electronic copy

Editing Marks Used by the Thesis/Dissertation Coordinator on Review Copies

APPENDIX C

Final Copies Checklists for Theses and Dissertations

Final Copies Checklist for Theses and Dissertations

After Comments and Edits Are Incorporated from Format Review

- Re-insert table of contents, list of tables, and list of figures in Front Matter (if using Word) to ensure all changes are taken into account.
- Double-check the page numbers on the Table of Contents, List of Figures, and List of Tables to ensure each page number listed matches the respective chapter headings, subheadings, figure number/caption, and table number/captions.
- Ensure formatting is consistent throughout.
- Proofread the document before printing final copies.

Note: It is highly recommended that you print a copy of your document on regular paper to verify everything prints accurately, and all elements of the document are in order, before printing all of the final copies on 25% cotton paper.

Next Steps for Preparing Final Thesis/Dissertation Submission Packet

Basic instructions:

- Print three (3) official copies of your thesis/dissertation on 25% cotton paper (100% cotton paper may be used but is more expensive); recycled paper is unacceptable.
- Include a blank piece of 25% cotton paper before the title page and after the last page of your thesis/dissertation for each copy made. This is a total of six (6) pages of blank 25% cotton paper.
- Save an electronic copy of the thesis to a CD. Ensure the saved electronic copy of the thesis is contained in a single file and that the electronic version contains the electronic approval page. (See Chapter 3 of the *Standards and Guidelines for Theses and Dissertations* for instructions on creating a single file and burning an electronic copy to CD. See Chapter 2 for information regarding the electronic approval page.)
- Include a check to Boise State University for \$20 for the cost of the binding fee associated with the library circulation copy and departmental copy of your thesis/dissertation. (See Chapter 1 of the *Standards and Guidelines for Theses and*

Dissertations for additional information regarding fees.)

- Ensure the required forms are included with the Final Thesis/Dissertation Submission packet. (See below for details regarding required forms.)
- Send the packet to the Graduate College at the following address (postmarked) by the final copy deadline listed on the Academic Calendar for the anticipated graduation semester, or simply bring the final copies to the Graduate College by the date specified:

Jodi Chilson
 Graduate College, MS-1110
 Boise State University
 1910 University Drive
 Boise, Idaho 83725

Required Forms to Include with Final Thesis/Dissertation Submission Packet:

- Graduate College Access Agreement for Thesis or Dissertation Form (which must be signed by your advisor prior to your submission of the document to the Graduate College).
- Approval Pages (the Defense Approval pages and Final Reading Approval pages not already delivered to the Graduate College).
- Submission of Culminating Activity and Binding Request Form (which is obtained in the Graduate College when submitting your final copies).
- **For Dissertation Only**—Survey of Earned Doctorates (SED).

APPENDIX D

Instructions for Intermediaries in the Thesis/Dissertation Process

Instructions for Intermediaries in the Thesis/Dissertation Process

If you have been asked to be an intermediary in the thesis/dissertation process, please contact the Graduate College, Coordinator of Theses and Dissertations for instructions.

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