

STANDARDS

for
PREPARATION
of

DISSERTATIONS
AND THESES

GRADUATE COLLEGE
BOISE STATE UNIVERSITY

STANDARDS FOR PREPARATION OF DISSERTATIONS
AND THESES
IN THE GRADUATE COLLEGE
BOISE STATE UNIVERSITY

Compiled
by the
Graduate College
Boise State University

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ACKNOWLEDGMENTS

Sincere appreciation is given to those graduate faculty and former graduate students who have taken the time to provide comments and suggestions for the clarification and expansion of these guidelines.

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INTRODUCTION

CONGRATULATIONS! You are about to undertake one of the most formidable and rewarding activities of your graduate degree program, namely, the thesis or dissertation. Although the word "thesis" is used throughout this document, these standards apply equally to a "dissertation."

The standards compiled herein are for the use of graduate students, thesis advisors, and thesis typists in the preparation and assembly of a manuscript, and are the minimum standards by which a thesis will be judged acceptable by the Graduate College. An academic department may apply additional requirements regarding style, footnotes, citations, number of final copies, etc., and it is the exclusive responsibility of the student under the supervision of his/her thesis advisor to ensure that the manuscript is prepared in accordance with all departmental and Graduate College requirements.

The thesis is to be written in a formal scholarly manner in standard English. Style, usage, and punctuation are to be consistent with the standards set forth in an accepted reference on English usage. The student must ensure that the typist has a copy of this publication and any departmental or program instructions that may apply before beginning the manuscript. Copies of this publication and most of the style manuals listed below are available in the BSU Bookstore. Further information may be obtained from the Dean's office of the Graduate College.

Style and Style Manuals

Check with your thesis advisor for the proper style manual used in your discipline, and obtain the latest edition before you start composing the manuscript. The following style manuals are most commonly used by Boise State University graduate programs and are listed for your information.

- a. American Psychological Association, Inc. 2001. *Publication Manual of the American Psychological Association*. 5th ed. Washington, DC: APA, Inc.
- b. *The Chicago Manual of Style*. 2003. 15th ed. Chicago, IL : The University of Chicago Press.
- c. Council of Biology Editors. 1994. *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*, 6th ed. New York, NY: Press Syndicate of the University of Cambridge.
- d. Gibaldi, Joseph. 1999. *MLA Handbook for Writers of Research Papers*. 5th ed. New York, NY: The Modern Language Association of America.
- e. Gibaldi, Joseph. 1998. *MLA Style Manual and Guide to Scholarly Publishing*. 2nd ed. New York, NY: The Modern Language Association of America.
- f. Iverson, C.L., Flanagan, A., Fontanarosa, P.B., et al. 1998. *American Medical Association Manual of Style: A Guide for Authors and Editors*. 9th ed. Baltimore, MD: Williams & Wilkins. Available at: <http://jama.ama-assn.org/info/auinst.html>.
- g. Turabian, Kate L., 1996. *A Manual for Writers*. 6th ed. Chicago, IL: University of Chicago Press.
- h. United States Geological Survey. 1991. *Suggestions to Authors of the Reports of the United States Geological Survey*, 7th ed. Washington, DC: U.S. Government Printing Office.

Hiring a Typist

It is wise for the student and typist to agree on all details, preferably in writing, before the work is begun. Such agreements include the typist's estimate of cost and time needed to complete the typing, as well as an understanding of responsibility for any required retyping. The student should examine the first few typed pages to make certain the typist uses proper and consistent format and produces professional copy. Do not wait until the typing is finished to determine compliance with standards and requirements.

Paper

Only 8 1/2" x 11", bright white, **25% cotton fiber paper** with a bond or inkjet finish is acceptable for both the original and the photocopy to be deposited in the Library. You may be asked to provide a third copy on this quality paper for your department. The 25% cotton fiber paper, either 20- or 24-pound weight, may be obtained from the BSU Bookstore or local copy centers. Paper without the 25% cotton watermark is unacceptable. Beware of purchasing recycled paper. Most of it is not watermarked as 25% cotton fiber.

Printer

A **laser jet or quality ink jet printer** may be used. The ink cartridge used in the printer must be changed often to avoid obvious changes of shade in the finished document. The text must be printed in black ink. However, color may be used in tables and figures.

**Color Laser Photocopies, Hand-written Symbols,
and Table/Graph Lines**

Color laser photocopies can be made of color transparencies, 35mm slides or negatives. Hand-written symbols and lines must be done in **black, permanent ink**, not ball-point or water-soluble felt-tip pen. If not produced on a color printer, **color work** on maps/graphs must be done in permanent ink for lines and dustless colored pencil or colored permanent ink for area coloration. Do **not** use crayon, colored chalk, or water soluble felt-tip pen. **EACH COPY OF THE THESIS MUST CONTAIN A COMPLETE SET OF ANY COLORED ILLUSTRATIONS.**

Mounted Illustrations

A color printer or color photocopier may be used for any illustrations or other art work you include in your thesis. However, if a color photocopy is not the ideal presentation of your work, you may mount illustrations by the dry-mount process using dry-mount tissue or by use of a positionable cold-mount adhesive called "Spray Mount", (Scotch 3M, No. 6065). Rubber cement, aerosol spray glues, and gummed or cellophane tapes deteriorate rapidly and therefore are not suitable mounting agents.

FORMAT OF THE THESIS

The format specifications for theses are listed below. These format guidelines are required for acceptance of your final copies by the Graduate Dean.

Margins

To allow adequate binding space, the left margin must be set at 1½ inches. The remaining top, bottom and right margins are set 1 inch from the edge of the page. (Refer to Required Margins Diagram, page 31.) Page numbering and double spacing may slightly alter these measurements, but they **must be close** to the required one-inch. The bottom margin may be more than one-inch to protect against widow and orphan lines. It is preferred that the thesis is left justified.

Tables, figures, photographs, or artwork on standard manuscript and broadside pages may be smaller than but may not exceed the required margins. The top of the broadside page is placed toward the 1½ inch margin (binding edge), and the left, right, and bottom margins are one inch.

For extended quoted material, the left and right margins are indented 5 spaces from the regular margins. Original poetry or prose will be indented 10 spaces from the regular margins.

Typeface and Font Size

All headings and the text of the thesis must be typed in a **12-point font**. Typing is done on one side of the page only.

Times Roman typeface is preferred, but Helvetica or Universal are acceptable. Scientific names of species or organisms must be in italics of the same font or type size; the Script typeface is unacceptable. The font size and typeface may vary in the appendix of a project as long as the appendix retains the required margins.

Pagination

Each page in the thesis, excluding the blank sheets at front and back and any official forms that precede the title page, is assigned a page number. The assigned page number is typed on each page **except the title page, the copyright page** if included, **and the approval page**. Use lower-case roman numerals for the preliminary pages, beginning with iii or iv for the page following the approval page.

Use Arabic numerals for the balance of the thesis, beginning with 1 for the first page of text and continuing consecutively to the end of the manuscript. Pages inserted after pagination of the text is completed must be in correct numerical order. Subscripted page numbers such as 7a, 7A, or 42-1 are unacceptable. Page numbers must be the same font size and typeface as the text.

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 page numbers will start over.

Location of Page Numbers

Front matter pages, such as the table of contents, are numbered in lower-case roman numerals. The number is to be centered 1 inch from the bottom of the page. Arabic numerals will begin on the first page of the first chapter (Introduction) and will be placed in the upper, right-hand corner, one inch from the top, aligned with the right margin, 1 inch from the edge of the page. **Type the number only**; do not add any ornamentation such as periods, dashes, parentheses or the word "page".

Broadside pages are printed with the top of copy at the left side or binding edge. The page number on a broadside page is positioned the same as the standard manuscript page. In cases where an image must be reduced to meet the required page margins, print a blank page with the page number on it, then photocopy the reduced artwork, table, or graph onto the numbered page.

Spacing

Double-space the text. Single-space extended quotations, footnotes, and bibliography, but double-space between paragraphs or items. The first line on any page carrying a title such as the title page, front matter pages, and the first pages of chapters and major sections will rest on a line two inches from the top of the page. The first line of text will begin two spaces below the last line of the title. On all other pages, the first

line of text will begin two spaces below the page number. The last line of text will be on or above the bottom one inch margin. Subheadings will begin four spaces after text with two spaces following the subheading.

Widows and Orphans

Widows, the last line of a paragraph typed as the first line of a new page, and orphans, the first line of a paragraph typed as the last line of a page, are not permissible. Always keep at least two lines of a paragraph together on a page.

Chapter Titles and Subheadings

All chapter titles must be two inches from the top of the page, centered, and typed in all upper case. First-level subheadings are centered, the first letters of principal words are in upper case, bold typeface is optional. All second-level subheadings are underlined, flush left, and the first letters of principal words are in upper case. Third-level subheadings are indented five spaces from left margin, underlined, and the first letters of principal words are in upper case. Fourth-level subheadings are paragraph headings. They are indented ten spaces from left margin, underlined, and the first letters of principal words are in upper case. Text follows on the same line as the heading. **Please see Appendix A, page 30** for an example of the placement of various levels of heading.

Headings are never typed on the last line of a page. There should be at least two lines of text following a heading.

ELEMENTS OF A THESIS

The elements commonly included in a thesis are listed below. Items in capital letters are a required part of the final manuscript. Lower-case items may not apply to some theses. The lower-case headings below are typed in capital letters in the thesis.

The elements of the thesis are to be assembled in the following order:

- a. BLANK PAGE (this page is not counted or numbered)
- b. TITLE PAGE (see sample format in Appendix A)
- c. Copyright page (see sample format in Appendix A)
- d. APPROVAL PAGE (see sample format in Appendix A)
- e. Dedication
- f. Acknowledgments
- g. Autobiographical sketch of author
- h. Abstract
- i. TABLE OF CONTENTS
- j. List of tables
- k. List of figures/graphs
- l. List of plates or photos
- m. List of maps
- n. List of abbreviations

- o. List of symbols
- p. TEXT
- q. End Notes, if not in text or at the end of chapters
- r. REFERENCES, BIBLIOGRAPHY, OR WORKS CITED
- s. Appendix
- t. Glossary
- u. BLANK PAGE

For details of these elements, see below and consult the style manual recommended by your department.

Title Page

The title page is counted as page i, but the number is not typed on the page. The thesis title is set in all capital letters, two inches from top of page, centered, and double spaced between lines (see example on page 25). With the increasing reliance on computer listings and electronic information retrieval, it is important that writers take great care in selecting a thesis title that will allow others to locate their work. **The title should clearly describe the thesis contents and should facilitate its location on a subject index through the use of key words.**

Avoid the use of phrases such as "A Study of," "Laboratory Investigation of," and other such introductory phrases in the title. It is not only bad form but uses an unnecessary number of words. Abbreviations and symbols should not be used in titles unless they are of standard usage and recognized in the discipline.

The author's name is placed center page and must appear exactly as it appears in the records of the Registrar's Office. The degree fulfillment paragraph is placed on the lower one-third of the page and double spaced. Refer to the Boise State University Graduate Catalog for the exact title of your degree program. The date is placed one inch from the bottom of page. Use the current month and year in which thesis is being submitted.

Copyright Page

This is an optional page; if included, type the author's name exactly as it appears on the title page. The page is counted as ii but is not numbered (see example on page 26 for further details).

As the author of a thesis, you hold common law copyright before its publication, and no one can legally copy it without your consent. When the bound thesis has been shelved in the University Library, it has been published (it need not be printed in order to be published). Publication voids the common law copyright. If you wish to protect your rights further, you must obtain statutory copyright at the time you submit your thesis for binding. By entering a copyright notice in the thesis on the page following the title page, you will have statutory copyright. If you wish to copyright your thesis in this way, each copy of the thesis must include this page. To enforce copyright, in case of infringement, a copyright must be registered with the United States Copyright Office. Prudence dictates that you register the copyright soon after publication (i.e., shelving) because decisions by others about copying a manuscript are often guided by the existence of a

registered copyright. To register your copyright, write to the Copyright Office, The Library of Congress, Washington, D.C. 20559, and request a copy of Form TX, "Application for Registration of a Claim to Copyright". Complete the form and return it with one soft bound copy of your publication and the appropriate fee to the U.S. Copyright Office. You are responsible for registration of copyright; the University cannot do it for you. Additional information regarding copyrights may be obtained at the Library of Congress Website <<http://lcweb.loc.gov/copyright/>>.

Approval Page

NOTICE

The Graduate College has adopted a two-page approval model. Examples of the two-page approval model can be viewed at the following links on the Graduate College home page:

Thesis Defense Committee Approval Page:

http://www.boisestate.edu/gradcoll/forms/Thesis.Approval_Defense_Committee.doc

Thesis Final Reading Approval Page:

http://www.boisestate.edu/gradcoll/forms/Thesis.Approval_Final_Reading.doc

Dissertation Defense Committee Approval Page:

http://www.boisestate.edu/gradcoll/forms/Dissertation.Approval_Defense_Committee.doc

Dissertation Final Reading Approval Page:

http://www.boisestate.edu/gradcoll/forms/Dissertation.Approval_Final_Reading.doc

Autobiographical Sketch

A one-to-two page summary of the writer's educational and professional background.

The heading is typed in all capital letters and placed two inches from the top of the page. The page number is a lower-case roman numeral, centered, one inch from the bottom of the page.

Abstract

The abstract is to include a definitive-statement of the problem, a brief description of research method and design, major findings, including significance or lack thereof, and conclusions. It is limited to approximately 500 words.

The heading is typed in all capital letters and placed two inches from the top of the page. The abstract page also has a lower-case roman numeral, centered, one inch from bottom of the page.

Abstracts typically follow two formats. In one format, the text is double spaced with paragraph indentations, and may be multiple pages. The second version is one-page, single-spaced, with a double space between paragraphs, but no paragraph indentation. The heading is followed by the title of the thesis, the student's name, and the degree title. Please check with your advisor for details on the appropriate format for your discipline.

Table of Contents

The table of contents heading is typed in all capital letters and is placed two inches from the top of the page. The page number is a lower-case roman numeral, centered, one inch from the bottom of the page.

List chapter titles and subheadings in the table of contents word-for-word as they appear in the text (omit bold typeface and underlining). A maximum of three levels of heading are included in the table of contents. Each level should be identified by proper indentation. The chapter title is typed flush with the left margin. The first subheading is indented five spaces from the left margin and the second subheading is indented ten spaces from the left margin. (See example on page iii.) Page numbers for each entry on the table must correspond with the text page number. Dot leaders are placed between the heading and the page number which is flush with the right margin.

Tables and Figures

All tables or figures must be accompanied with an appropriate title or caption and fit within the required page margins. If the table or figure is placed within a body of text, allow a consistent amount of blank space before and after each table or figure.

The table number and a brief title of the study is placed just above the table. Each major word in the title is capitalized. Tables included in the text may be numbered consecutively (Table 1., Table 2.) or numbered by chapter and table; i.e., Table 1.1, Table 1.2. If the tables are placed in an appendix, the tables are numbered by appendix and table; i.e., Table A.1., Table A.2.

Figure captions are placed below the figure, beginning with the word Figure, a sequential number and period (i.e., Figure 3.), and followed by a full description of the figure. Figures will be numbered in the same format as the numbering system for tables.

If the figure is too large to accommodate the caption on the same page, the caption may be placed on the page preceding the figure. The caption should be double spaced and centered on the page. The page number will appear on the caption page and the figure page will be unnumbered.

Footnotes and Reference Notes

Follow the directions of your department or the form prescribed by the writers manual for your discipline for content, format, and placement of footnotes or reference notes. If your department or discipline has no prescribed form, place the footnotes at the bottom of the page for the citations on that page and indent the first line of each footnote

eight spaces, single-space the note, and double-space between entries. Separate the footnotes from the text by an underscore line two inches long beginning at the left margin and placed one double space below the last line of text. The footnotes begin one double space below the line.

Bibliography, References, or Works Cited

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

Use **BIBLIOGRAPHY** as the title of your reference list if it includes works cited in the text and other works or resources that are recommended but not cited. If your list only includes works cited in the text, use **REFERENCES** or **WORKS CITED** as the title.

The heading is typed in all capital letters and placed two inches from the top of the page. 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 succeeding lines are indented. (See example on page 23.)

If a reference citation in the text has two authors, cite both names each time the reference occurs. If a reference citation has more than two authors and fewer than six authors, list all authors the first time the citation occurs. Et al. may be used the second time the reference is cited. When a reference has six or more authors, list only the surname of the first author in the text, followed by et al. and the year. The names of all

the authors are spelled out in the bibliography, reference list, or works cited. The order of multiple authors cited in the text must agree with the order of names in the reference list.

Appendices

The appendix is preceded by a title page. This page has the title APPENDIX, two inches from the top of the page with the title of the appendix one double space below APPENDIX. The appendix title is typed in upper and lower case with the principal words capitalized. (See example on page 24.) This page will also have a page number in the upper right corner. The information listed on pages 6, 7, and 8 for margins, pagination, and location of page numbers also apply to appendices.

Proofreading, Spelling, and Punctuation

The thesis should be carefully proofread by the student, the typist, and the student's thesis committee. Final copies of the original manuscript should not be made until proofreading has been completed by all members of your committee and a format review has been conducted by the Graduate Dean's office. Avoid frustrating delays and possible rejection of the thesis by checking for these common errors:

- X Use of paper that is not watermarked as 25% cotton fiber content
- X Citations in text not listed on bibliography, reference list, or works cited
- X Table of contents headings inconsistent with text headings
- X Table of contents page numbers inconsistent with text numbering

- X Unnumbered pages
- X Inconsistencies in style
- X Left margin not set at 1½ inches to allow for binding
- X Font size larger than 12 point
- X Poor quality photocopy reproduction--lines or shadows
- X Careless spacing or centering
- X Incorrect or lack of references to illustrations, appendices, etc.
- X Incorrect word divisions
- X Misspellings
- X Sloppy corrections or use of white out
- X Script typeface
- X Use of scotch tape or tape of any kind
- X Spiral binding
- X Three-hole punch, staples, or other perforations

**THE STUDENT SHOULD ALSO BE SURE ALL REFERENCES CITED
IN THE TEXT ARE CORRECT AND COMPLETE IN THE FOOTNOTES AND
BIBLIOGRAPHY.**

SUBMISSION OF THESIS

Format Review

As the final step before printing your thesis on the 25% cotton paper, please submit one plain paper copy of your final thesis to the Graduate College office for a format review. A thesis editor will also examine headings, table of contents, and references. The turn-around time for this service is approximately four weeks, depending on the time in the semester when the thesis is submitted. Please call the Graduate Dean's Office at (208) 426-4203 if you need further information regarding the review process.

Final Submission

All students must submit three archival quality copies of the approved thesis (the approved original and two archival quality copies) to the Graduate Dean for his approval signature. Doctor of Philosophy (Ph.D.) students must complete a Survey of Earned Doctorates Questionnaire which is available in the Graduate Dean's Office or at <http://www.norc.uchicago.edu/projects/Survey+of+Earned+Doctorates.htm>

At the time of submission, the student will be required to pay the binding fee, sign a form which authorizes limited duplication privileges by the Library, and complete a binding request order form. Theses may be delivered to the Graduate Dean's Office in the Business Building, Room 117 between the hours of 8:00 a.m. and 4:00 p.m. or by appointment (208) 426-4203.

The approved thesis and all photocopies must be unbound, not punched or perforated, and complete with all photos, drawings, maps or other illustrations, cassettes, video tapes or discs, 35mm slides, or other non-printed materials that support the text.

The Graduate Dean's Office will submit the theses to the Library for binding. The Library will pay for binding one copy, but duplication and binding costs for the two additional copies of the manuscript and supporting materials are the responsibility of the student. At the conclusion of the binding process, the original thesis is housed in the Library archives, the second copy is for the Library circulation, and the third copy is for the department unless the department chair or program coordinator of the student's major field of study specifically waives this requirement.

CD Rom or Video Cassettes

If a CD ROM or video tape is required for submission as a supporting element of the thesis, the student will attach an identification label to each disk or cassette. The label will include the student's name, title of the degree, title of the thesis, and date (month and year), either typed or neatly printed in ink.

Art, Musical Performance or Other Projects

Graduate students whose degree is granted on the basis of a musical performance or creative artwork will provide evidence of completion of the work by submitting two copies of a precis of the performance or exhibition accompanied by color photocopies or recordings and a printed program of the performance. A signature page indicating

acceptance of the work must be submitted with the precis. The format and paper quality will be the same as outlined above. For requirements and guidelines applicable to any culminating activity not described herein, such as an original score, the student should contact the Graduate College office for assistance.

BIBLIOGRAPHY

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<<http://jama.ama-assn.org/info/auinst.html>>.
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- Miller, Joan I., & Taylor, Bruce J. 1987. *The Thesis Writer's Handbook*. McMinnville, OR: Alcove Publishing Co.
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APPENDIX A

Sample Pages for Dissertations and Theses

TITLE

(two inches from top of page, all caps, centered, and double spaced
when more than one line)

by

(center page) Name of writer as it appears in University records

(lower one-third of page)

A thesis

submitted in partial fulfillment

of the requirements for the degree of

Master of (Arts or Science) in (Discipline), (Emphasis)

Boise State University

(one inch from bottom of page)

Month Year

The copyright page is optional. If it is to be included, the copyright notice appears on a separate page following the title page. This page is blank except for the three lines of the copyright notice which should be centered on the page and presented as illustrated below with the last line of the notice placed at the one inch bottom margin. A copyright symbol (©) is placed next to the year; type your full name two spaces below exactly as it appears on the title page; center the words "ALL RIGHTS RESERVED" two spaces below your name. If your computer cannot make the copyright symbol, type a lower-case c next to the year (c 2008) and neatly circle the c with a black pen. The copyright page is counted as page ii but is not numbered.

© 2008

Name of writer as it appears in University records

ALL RIGHTS RESERVED

NOTICE

The Graduate College has adopted a two-page approval model for theses. An example of the two-page approval model can be viewed at the following links on the Graduate College home page:

Thesis Defense Committee Approval Page:

http://www.boisestate.edu/gradcoll/forms/Thesis.Approval_Defense_Committee.doc

Thesis Final Reading Approval Page:

http://www.boisestate.edu/gradcoll/forms/Thesis.Approval_Final_Reading.doc

NOTICE

Please refer to the following link for an example of the Dissertation Defense Committee Approval page:

http://www.boisestate.edu/gradcoll/forms/Dissertation.Approval_Defense_Committee.doc

NOTICE

Please refer to the following link for an example of the Dissertation Final Reading Approval page:

http://www.boisestate.edu/gradcoll/forms/Dissertation.Approval_Final_Reading.doc

CHAPTER TITLES ARE TYPED IN ALL CAPITAL LETTERS,
CENTERED, AND BEGIN TWO INCHES FROM THE TOP OF THE PAGE

First Subheading is Centered with Boldface Type Optional

Second Subheading is Flush Left and Underlined

Third Subheading is Indented Once and Underlined

Fourth Subheading is a Paragraph Heading, Indented Twice, Underlined
and Ends with a Period. Text follows on same line.

REQUIRED MARGINS DIAGRAM

APPENDIX B

Honors College Thesis Requirements

HONORS COLLEGE THESIS REQUIREMENTS

Undergraduate students enrolled in the Senior Honors program are required to follow the thesis guidelines established by the Graduate College and outlined in this handbook for completion of the senior thesis or project. Please follow the examples on the following pages to reflect your participation in the Honors College.

You will be required to provide two copies of your thesis printed on the 25% cotton fiber paper to the Honor's College. One copy will be placed in the BSU Albertsons Library and the second copy will be shelved in the Honors College Library. You will be responsible for the \$10.00 fee for binding the copy you submit for the Honor's College. Please contact the Graduate Dean's Office at (208) 426-4203 if you have any questions regarding the format of your Senior Honors thesis. Please contact the Honor's College at (208) 426-1208 if you have questions regarding submission of your final documents.

TITLE

by

Name of writer

A thesis (or project)

submitted in partial fulfillment

of the requirements for the degree of

Bachelor of (Arts or Science) in (Discipline), with Honors

Boise State University

(Month Year)

