



Guidelines

for

Preparation and Submission of an Electronic Dissertation

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

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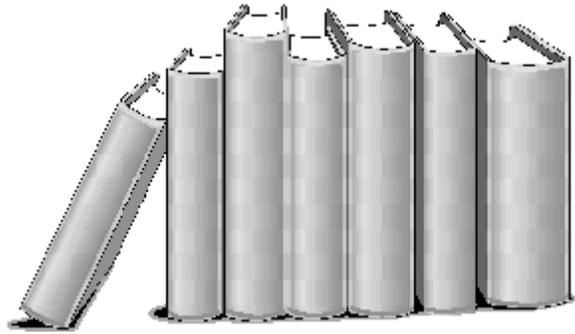
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Dr. Lance Pérez

Dean of Graduate Studies

Dr. Laurie Bellows

Assistant Dean of Graduate Studies



PURPOSE

These guidelines are designed to help you—as doctoral students—to prepare and submit both your abstract and your dissertation for final approval by the Office of Graduate Studies. You'll save yourself time and trouble if you carefully read the information presented here.

INTRODUCTION

Submitting an electronic dissertation is the same as submitting a document printed on paper; you prepare your document and figures using the same software you normally use. You benefit by filing electronically because you won't need to print and submit multiple copies on paper, and the academic community benefits because your work is more accessible via digital archiving and internet retrieval.

Nevertheless, before you submit your dissertation, you still need to (1) format it according to the following guidelines and the (2) have the Doctoral Programs Specialist check your document to ensure it meets the formatting requirements of ProQuest/University Microfilms International.

Please refer to the deadline dates relative to each graduation date found at <http://www.unl.edu/gradstudies/current/degrees/doctoral> to insure timely submission of your documents.

ACADEMIC INTEGRITY

You're responsible for adhering to the highest standards of academic integrity when submitting your dissertation. In support of those standards, the Office of Graduate Studies encourages any student with concerns or questions about plagiarism to discuss them with our Doctoral Programs Specialist, a faculty advisor, or other qualified faculty or staff. For more information, go to <http://www.unl.edu/gradstudies/current/integrity#plagiarism>.

Plagiarism is defined as presenting the work of another as one's own (i.e., without proper acknowledgment of the source) and submitting examinations, theses, reports, speeches, drawings, laboratory notes or other academic work in whole or in part as one's own when such work has been prepared by another person or copied from another person. Although most obvious in cases where text is copied word for word, plagiarism also includes copying ideas or arguments from another source, including the Internet. Plagiarism can involve as little as copying a key phrase or sentence without acknowledging the source.

STYLE

STYLE MANUALS

Depending on your discipline, your dissertation should conform to one of the following style manuals:

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

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

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

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

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

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

Some guides focus on manuscript preparation rather than dissertation preparation so some manuscript features (i.e., title page, abstract format, table of contents, absence of running heads) differ than those required for a dissertation. If you have questions concerning style, contact the Doctoral Program Specialist at 402-472-8669.

DEPARTMENTAL STYLE MANUALS

The following major departments have designated a specific style manual for their theses and dissertations. *Always check with your advisor or department chair to determine which style/format is preferred.*

Actuarial Science

- *A Manual for Authors of Mathematical Papers*

Anthropology

- *American Anthropologist*

Business College, Accountancy

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

Business College, Marketing

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

Communication Studies

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

Community and Regional Planning

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

English

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

Geosciences

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

Journalism

- *Publication Manual of the American Psychological Association*
- *MLA Handbook for Writers of Research Papers, Theses, and Dissertations*
- *Harvard Law School Blue Book*

Mathematics and Statistics

- *How to write mathematics* (Steenrod, Halmos, Schiffer and Dieudonné'), for style.
- *AMS Author Handbook* for general advice on TeX.

Physics and Astronomy

- *American Institute of Physics Style Manual*

Political Science

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

Sociology

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

Theatre Arts

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

FORMAT

OVERVIEW

It's important to submit a dissertation that has a consistent appearance throughout. That is, all the pages in your dissertation should follow a general format regarding page numbering, margins, and line spacing. Also note that the dissertation is divided into front matter, body matter, and back matter. Read further for specific instructions.

SIGNATURE PAGE

To prevent the release of digital signatures, do **NOT** include a scanned copy of the signature page in your submitted manuscript. It is only for your personal or departmental use.

GLOBAL PAGE SETTINGS

Page Numbering

Except for the title page and abstract, number all pages in your dissertation. Page numbers appear in page headers. Consult the help files for your software on how to set up "Page Headers."

Number the pages **in the front matter with small Roman numerals** (i, ii, iii, iv, etc.), placed at the upper right of the page. However, the page number for the Title Page (i) and the pages of the Abstract (ii...) should not appear on the page(s). See other front matter sections below.

Number all pages through the body and back matter with arabic numerals (1, 2, 3, etc.). You should number these pages at the upper right.

The page number should be no less than one (1) inch down from the top of the page and one (1) inch from the right side (see page 13). For **landscape-oriented tables**, the bottom of the table should be on the outside (right) edge of the page. The page number must still be in the upper right corner of the page and face the same way as the other page numbers (See Sample on page 14.)

Running Heads

Don't use running heads.

Margins

All margins should be 1-inch wide except for the left margin which should be 1.5 inches (see sample A, pg. 13). This applies to all material including the abstract, headers, footnotes/endnotes and images. If plates or tables are included, you'll need to use the same margins as the text.

Left justify only, leaving a ragged edge in the right margin. Don't full justify.

Line Spacing

The body text in your dissertation should be **double-spaced**. Footnotes/endnotes, bibliographic entries, lists in appendices may be single-spaced.

Fonts

For optimal readability, use a 12-point font size for normal body text, but make certain your font size is no less than 10 point. Use of Times-Roman fonts is preferred but a block-style font is acceptable. Embedded fonts are required. Don't use italics, script, or ornamental fonts for the body text but you may use italics for non-English words and quotations.

FRONT MATTER FORMAT

The front matter section of the dissertation includes everything from your title page through the list of multimedia objects. These components are listed below in the order they must appear in your dissertation.

1. Title Page

The following are required elements of the title page. See Sample A on page 11. Also see the list of official majors on page 9.

Title

This is the full title of your dissertation.

Author

You alone are the author of your dissertation.

School

The official name of your University is "University of Nebraska". Don't add "--Lincoln" after it.

Degree

This is either "Doctor of Philosophy", "Doctor of Education", or "Doctor of Musical Arts."

Major

Put the official name for your major. If you are in doubt regarding the name of your major, you may talk to the Doctoral Programs Specialist in the Graduate Studies office.

Advisor/Chair name(s)

This is the faculty member(s) who supervised your doctoral program and dissertation. Their title(s) for this page is Professor. No "Dr." please. No rank should be listed (i.e., Associate, Assistant, etc.). If you have co-advisors, use Professors rather than listing the title separately for each.

City, State

This should always read "Lincoln, Nebraska". Don't abbreviate Nebraska.

Date of defense or graduation date

Put the date you defended or the date of your graduation (e.g., "October, 1996.") Be sure to put the comma between the month and the date. No specific day is required.

2. Abstract

Each dissertation must be accompanied by an abstract that has been approved by the student's committee. Abstracts will be part of the bibliographic record in the library's online catalog. Abstracts must be limited to 350 words in the text. It should be double-spaced and formatted according to Sample B on page 12. **Do not** number the pages of the abstract. Place the abstract immediately after the title page of the dissertation. Additionally, abstracts for dissertations will be published in *Dissertation Abstracts*.

3. Copyright Notice (*optional*)

In any work, copyright implicitly devolves to the author of that work. One may make this statement of ownership explicit, however, by including a copyright notice, such as "Copyright 1998, John J. Smith." Additionally, you may pay to register your copyright with the U.S. Copyright Office through UMI.

4. Dedication (*optional*)

You may include a dedication.

5. Author's Acknowledgments (*optional*)

You may acknowledge those that assisted you in your work here.

6. Grant Information (*optional*)

You may acknowledge any granting institution/organization here.

7. Table Of Contents

Include the chapter and section numbers and title along with the page on which each chapter or section begins.

8. Lists Of Multimedia Objects

For each multimedia type (table, graph, diagram, equation, etc.) list the number and title of the object and the page on which it occurs.

BODY MATTER FORMAT

Chapter

At the beginning of each chapter, place the word "CHAPTER," the chapter number, and the chapter title in uppercase.

Paragraphs

Use the usual paragraph formatting. Indent block quotes on the left and right.

Footnotes

You may use footnotes and/or end notes. Lengthy footnotes are probably better formatted as end notes.

Footnotes in the main body of the text should be numbered consecutively in Arabic numerals, starting with 1.

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

Multimedia Objects

Multimedia object types include tables, complex equations, graphs, diagrams, digital pictures, digital video, digital audio, virtual reality, and even computer software that you have developed.

Simple Objects: Most simple objects like tables, graphs, and diagrams can be embedded in your dissertation using your word processor.

- Put the object at the point of reference or "float" it to the top or bottom of the page, or to the top of the next page.
- Center the object between the left and right margins of the page.
- Directly below the object for figures and above for tables, center the type and number according to its position in the chapter (e.g., in Chapter 5 we may have Table 5.1, Table 5.2, and Figures 5.1, 5.2, and 5.3).
- Give the object a concise, descriptive title.

Complex Objects: More complex multimedia objects require special treatment. They either do not fit naturally on a page or the file size is too large to fit reasonably within a document. For complex objects you must place the type and number of the object along with its concise, descriptive title, centered on a line by itself. In parentheses, include the media encoding (e.g., JPEG) and file size (e.g., 1.5 megabytes). Then connect each object title to a separate file containing the object. Many complex multimedia object types have a simple object version (often called "thumbnail") that is a reduction of the picture or one frame of video. If possible, we recommend that you include this reduction in the main document *along with* a PDF link to the complex object. **Submit the object file(s)** along with your dissertation.

BACK MATTER FORMAT

The back matter contains the references (bibliography) and appendices.

References

Consult your department or discipline-specific guidelines for the standard forms for citation.

Appendices

You may include the source code or output of computer programs as an enumerated appendix. Place figure references with PDF links to multimedia objects here also.

As on the first page of each chapter, place the word "APPENDIX," the appendix letter or letters, and the appendix title in upper case at the beginning of each appendix.

Appendices are enumerated alphabetically from A to Z, then AA, AB, and so on to ZZ, then AAA, AAB, etc.

APPROVAL PRIOR TO THE ORAL EXAMINATION

For specific deadline dates, refer to <http://www.unl.edu/gradstudies/current/degrees/doctoral>.

PREPARATION: COMMITTEE APPROVAL

The dissertation and abstract will need to be approved by your Supervisory Committee Chair and two additional committee readers prior to the filing of the *Application for the Final Oral Examination*.

Download, complete, and print the *Application for Final Oral Examination* form from the Office of Graduate Studies website: <http://www.unl.edu/gradstudies/current/degrees/doctoral>.

SUBMISSION: GRADUATE STUDIES APPROVAL

At least **two weeks** prior to the date of the oral examination, submit your completed *Application for Final Oral Examination* form. The form must be signed by the two readers and advisor(s) at that time. Their signatures indicate they have read the dissertation and approve of the scheduling of the defense.

Electronically submit your dissertation, including title page and abstract, to the Doctoral Program Specialist at ebachman1@unl.edu at least **two weeks (one week in the summer) prior to the oral defense or by the posted deadline**. The formatting will be reviewed and you will be notified of any needed changes. No content will be reviewed and the dissertation doesn't have to be in final format.

You will receive final instructions from the Doctoral Specialist about the final steps in the process. This will include the forms required for signatures at your final oral exam (dissertation defense).

CHANGES

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

PROCEDURES AFTER THE ORAL EXAMINATION

PREPARATION

1. Once you've passed your final oral examination, you will need to prepare your dissertation for depositing. Obtain all the signatures of the committee members present at the defense on the forms provided in the final instructions.

Be certain that the electronic version of your dissertation is exactly as you wish it. The body of the dissertation is **not checked by anyone other than the author** for formatting, pagination, spelling, grammar, or typos.

2. Convert the final dissertation, including the title page and abstract, into PDF format and send it to the Doctoral Program Specialist.
3. Once you receive email notification that your final dissertation has been approved, upload it to ProQuest and, Digital Commons, if desired, at the addresses found in the final instructions. If you encounter problems, first check the FAQ under the Digital Commons instructions on the UNL Library website, <http://digitalcommons.unl.edu/faq.html>.

Embargoes: If you think you might need to place a restriction on your dissertation for patent, publishing or security reasons, consult with your advisor. Dissertations may be embargoed to allow the authors to file patent applications, establish definitive zoological nomenclature, protect proprietary research results or publish creative works commercially. You may embargo (delay the release) of your dissertation for two years. English majors with creative works should consult with the Doctoral Program Specialist about possible terms of embargo. Your dissertation will not be viewable during its embargoed period. After the restriction expires, your thesis will be publicly available through ProQuest. If you are embargoing your dissertation you should not upload to Digital Commons.

Copyright: It is up to you and your advisor whether you have ProQuest register a copyright for your dissertation. For help in deciding whether to have ProQuest register a copyright for you, refer to ProQuest's guide to Copyright Law & Graduate Research. If you choose to get a copyright, consult your advisor and then complete the additional ProQuest form during the upload. You may need to get permission from others if you used their materials (charts, diagrams). Registering a copyright will take additional fees at the time of depositing.

4. ProQuest will send an email confirming receipt of your submission within a few minutes of your upload. Please print that and bring it with your as proof (item D) of upload to ProQuest. There will be **no** opportunity for editorial changes or other changes in the manuscript after it has been submitted.
5. The Signature Page included in the final instructions is for your use and can be bound in with your personal copies or given to your department for their records.

DEPOSITING YOUR DISSERTATION

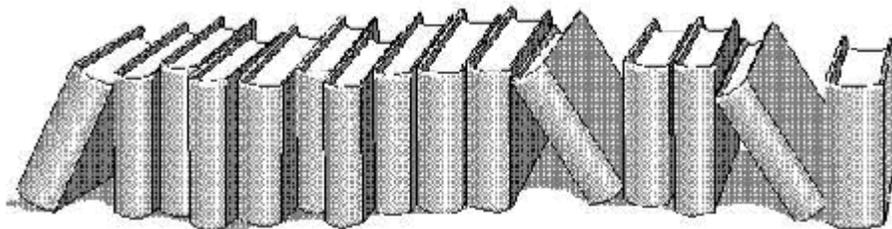
This process must begin in the Office of Graduate Studies before 4:00 PM in order to guarantee the ability to get through the entire process at one time.

1. OFFICE OF GRADUATE STUDIES, Seaton Hall Room 125
Bring the following items (do not staple) to the Doctoral Program Specialist:
 - A. *Report on Completion*, signed by those attending the oral examination *A majority of your committee is required to be in attendance and sign the form.*
 - B. Two (2) copies of the abstract and one (1) copy of the title page
 - C. One (1) copy of the Email of the confirmation of upload to ProQuest
 - D. Electronic Dissertation Information Form, please make sure you sign it. Use this form to designate any special instructions including noting any embargo placed on dissertation.
 - E. Proof of completion of the Survey of Earned Doctorates (PhD Degree seeking students only, all others exempt as June 2009)
 - F. Permission Letters- If permission letters were needed for use of items within the dissertations, those should accompany the forms to the library.
2. DEAN OF LIBRARIES, 318 Love Library
Present all the items from above to library personnel and have them sign the *Report of Completion Form*. They will return only the Report form to you.
3. CASHIER, 121 Canfield Administration Building
Present the *Report of Completion Form* along with \$25 to the cashier. If you had ProQuest register a copyright for you, you will need to pay an additional \$65 at this time.
4. OFFICE OF GRADUATE STUDIES, Seaton Hall Room 125
Return the completed, signed *Report of Completion* form to Graduate Studies, 1100 Seaton Hall.

Congratulations! You're done! Go Celebrate!

HARD BOUND COPIES

Each student also should check with the Supervisory Committee Chair and departmental office regarding any hard bound copies of the dissertation that must be prepared. You may obtain hard bound copies through ProQuest or by contacting Printing Services at 17th and Y Streets (see information at the end of these Guidelines). **The library will not bind hard bound copies.** The student must make arrangements for binding these additional copies. Personal copies ordered from ProQuest or Printing Services should be done directly by the student. Forms are not to be turned in with the rest of the materials at the time of depositing.



DOCTORAL PROGRAM NAMES AND TERMINOLOGY

DOCTORAL DEGREES GRANTED AT UNL

Doctor of Education (Ed.D.)

Doctor of Musical Arts (D.M.A.)

Doctor of Philosophy (Ph.D.)

DOCTORAL MAJORS

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

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

Actuarial Science – Ph.D.	*Engineering - Ph.D.	Physics & Astronomy - Ph.D.
Agricultural Economics - Ph.D.	Entomology - Ph.D.	Political Science - Ph.D.
Agronomy & Horticulture - Ph.D.	Environmental Health, Occupational Health & Toxicology - Ph.D. (joint program with UNMC)	Psychology - Ph.D.
Animal Science - Ph.D.	Food Science & Technology - Ph.D.	Sociology - Ph.D.
Architectural Engineering – Ph.D.	Geography - Ph.D.	Statistics - Ph.D.
Biochemistry - Ph.D.	History - Ph.D.	Survey Research & Methodology – Ph.D.
Biological Engineering – Ph.D.	Integrative Biomedical Sciences - Ph.D.	<u>Education</u>
Biological Sciences - Ph.D.	Mathematics - Ph.D.	*Educational Administration - Ed.D. (joint program with UNO)
Business - Ph.D.	Mechanical Engineering & Applied Mechanics – Ph.D.	*Educational Studies - Ed.D., Ph.D.
Chemical & Biomolecular Engineering – Ph.D.	Modern Languages & Literatures - Ph.D.	*Human Sciences - Ed.D., Ph.D.
Chemistry - Ph.D.	Music - D.M.A., Ph.D.	*Psychological Studies in Education - Ph.D.
Civil Engineering – Ph.D.	Natural Resource Sciences - Ph.D.	
Communication Studies - Ph.D.	*Nutrition - Ph.D.	
Computer Science - Ph.D.	Philosophy - Ph.D.	
Earth & Atmospheric Sciences - Ph.D.		
Economics - Ph.D.		
Electrical Engineering – Ph.D.		
English - Ph.D.		

* = Interdepartmental Area

SPECIALIZATIONS

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

Major: Interdepartmental Area of Business, with a specialization in Accountancy
Geosciences, with a specialization in Meteorology/Climatology
History, with a specialization in Nineteenth Century Studies

Listing the specialization on the title page of the dissertation is done by placing the official name of the specialization in parentheses on the line below the major and centering it on the page. Please note only official specializations are recognized on the dissertation. Please check with the Doctoral Program Specialist if you are unsure of the status and name of your specialization.

DUAL DEGREE PROGRAMS

The professional program leading to the juris doctor degree is provided through the University of Nebraska College of Law. A number of dual degree programs are offered in cooperation with the College of Law and the Office of Graduate Studies. Presently, joint law/graduate degree programs exist with the departmental areas of accountancy; business administration; community and regional planning; economics; educational studies; political science; and psychology.

FOR FURTHER ASSISTANCE

If you have questions regarding your graduate program or the preparation of your dissertation, please contact the Doctoral Programs Specialist in the Office of Graduate Studies at 402-472-8669.

SAMPLES

The following sample pages illustrate various aspects of layout and formatting of title, abstract, and body pages. Please note, where a title of Professor is shown, that is how the advisor's title should be included. Where no title or degree appears in the examples, no title or degree should be used.

The spacing shown between lines on the sample page is preferred for ease of reading. As much as possible, follow the spacing horizontally and vertically.

SAMPLE A: DISSERTATION TITLE PAGE

A GLOBAL CLIMATE MODEL FOR RECONSTRUCTING
HOLOCENE TEMPERATURE PATTERNS

by

Robert Q. Huntington

A DISSERTATION
(DMA Students: A Doctoral Document)

Presented to the Faculty of

The Graduate College at the University of Nebraska

In Partial Fulfillment of Requirements

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

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

(Specialization Name)

Under the Supervision of Professor Grace M. Post

Lincoln, Nebraska

May, 2010
*(Date should be either month and year of oral
examination or month and year of graduation)*

SAMPLE B: DISSERTATION ABSTRACT

SECULAR AGNOSTICISM: THE EVOLUTION OF PUBLIC OPINION
TOWARD THE FEDERAL GOVERNMENT, 1910 - 1980

Kathryn Marie Smith, Ph.D. (or appropriate current degree sought)

University of Nebraska, 2010 (Year of Graduation)

Adviser: Rodger S. Edmunds

(The text of the abstract for the dissertation MUST NOT CONTAIN MORE THAN 350 WORDS. It should be formatted as indicated here.)

XX
XX
XX
XX
XXXXXXXXXXXX

XX
XX
XX

SAMPLE PAGE FORMAT

All text and diagrams must be printed within these margins.

(1.5")

(1")

(1")

SAMPLE LAYOUT FOR LANDSCAPE-ORIENTED TABLE

TITLE of TABLE

Contents of Table

DISSERTATION BINDING PROCEDURES

FOR PERSONAL OR DEPARTMENTAL COPIES

WHAT TO DO

1. Bring your dissertation to UNL Printing Services, 1700 Y Street, 472-2146, in one of two ways:
 - A. Electronically (preferred), in PDF format to insure the formatting, by email, disc, or flash drive.OR
 - B. On paper, as a hard copy to be scanned.

Printing Services requests that all copies ready for binding be delivered to them **by 5:00 PM on Thursday**. Copies can still be brought to Printing Services on Fridays with the hope that the Bindery has not picked up the orders. If the Bindery has already picked up the orders, your order will be sent out the following Friday.

2. Get a binding order form from the Printing Services front desk and fill it out.
3. Pay by cash, check, NCard, or a requisition from your department with Cost Object Number.

If you choose to order your copy from ProQuest, that is part of the upload process. It does not go through the Graduate Studies or the Library.

COSTS AND OPTIONS

This information is current as of November 2014; refer to Printing Services for the most up-to-date information:
<http://printing.unl.edu/students#thesis>

COPIES (IF NEEDED): 1-2 BUSINESS DAY TURNAROUND

Regular Bond	\$.05 per page
25% Cotton Bond	\$.10 per page
Color	\$.35 per page

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

BINDING: TWO-WEEK TURNAROUND

Hard Bound	\$29.96 including tax (add \$5 if more than 2" thick) Many color options for cover; gold or silver foil stamping available.
Soft Bound	\$19.42 including tax (up to 2" thick) Cover will be red or black; gold or silver foil stamping available.

MAILING

On Campus	Free
Off Campus	\$15 per book domestic (required before mailing)