



# ***GUIDEBOOK***

## **For Preparation and Submission of a Thesis**

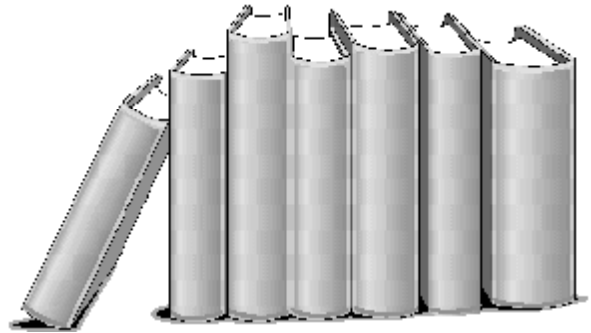
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University of Nebraska-Lincoln  
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*<http://www.unl.edu/gradstudies>*

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*Dean of Graduate Studies*



## STATEMENT OF PURPOSE

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

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

## ACADEMIC INTEGRITY

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.

Each student is responsible for adhering to the highest standards of academic integrity. In support of that expectation, the Office of Graduate Studies encourages any student with concerns or questions to discuss them with our Masters Specialist, a faculty advisor, or other qualified faculty or staff. For more information, go to <http://www.unl.edu/gradstudies/current/plagiarism.shtml>.

# STYLE

## STYLE MANUALS

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Theses should conform to one of the following style manuals:

- American Mathematical Society. *A Manual for Authors of Mathematical Papers*. Providence, RI: Author.
- American Political Science Association Committee on Publications. *Style Manual for Political Science*. Washington, DC: Author.
- American Psychological Association. *Publication Manual of the American Psychological Association* (revised). Washington, DC: Author.
- Campbell, William Giles. *Form and Style in Thesis Writing*. Boston: Houghton-Mifflin Company.
- Modern Language Association. *MLA Handbook for Writers of Research Papers*. New York: Author.
- Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. Chicago: University Press.

Please keep in mind that some style manuals have as their purpose the preparation of manuscripts for publication, not the preparation of theses. Therefore, some theses features (i.e., title page, abstract format, table of contents, absence of running heads) will be different than those suggested for manuscript preparation. If you have any questions concerning style, please contact the masters program specialist at 402-472-2875. Also, some departments have designated a specific style manual for their theses. These are listed below.

## DEPARTMENTAL STYLE MANUALS

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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 Dieudonne'), for style.
- *AMS Author Handbook* for general advice on TeX.  
(<http://www.math.unl.edu/~nhummel/tex.shtml>)

### Physics and Astronomy

- *American Institute of Physics Style Manual*

### Political Science

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

### Sociology

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

### Theatre Arts

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

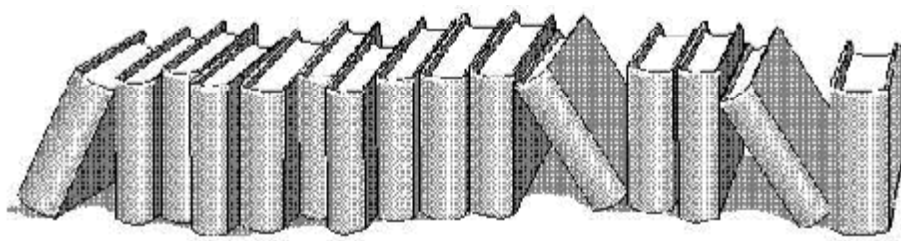
# FORMAT

The thesis and abstract must be typed. Acceptable type includes a dark print from a letter-quality laser or inkjet printer. Font size should be no less than 10 point.

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

All final copies of the masters thesis should be printed on 20 lb. (minimum) white, 25 percent cotton content watermarked bond paper not designed for easy erasure. The required copies may be made by photocopying, laser or inkjet printing, or photo offset printing.

- The **title page** format should be prepared in form according to Sample A on page 7. See also the listing of graduate majors on page 5.
- The **abstract** for the thesis **must not contain more than 350 words** in its entirety, including the number of words for title, author, etc. It should be double-spaced and formatted according to Sample B on page 8. **Do not** number the pages of the abstract. The abstract should be placed immediately after the title page of the thesis.
- The **thesis** must be double-spaced. Margins should be at least one and one-half (1 1/2) inches on the left and one (1) inch on each of the other three sides. (See Sample A on page 7.) The thesis must be printed on the front of a page only. If plates or folded tables are included, they must have the same margins as the text, or must be folded to come within these margins.
- When **numbering pages**, be sure to place the number of the page in the upper right corner one (1) inch down from the top of the page and one (1) inch in from the right side (see page 9) The body of the text will be double-spaced below the page number. Running heads should not be used.
- 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. (See sample on page 10.)
- **Footnotes** should be single-spaced and placed at the bottom of the page to which they pertain unless special instructions are given by the department concerned.



# APPROVAL PRIOR TO THE ORAL EXAMINATION

## ADVISER APPROVAL

The masters thesis in its preliminary form must be approved by the adviser prior to applying for the final oral examination or waiver. The adviser indicates approval of the preliminary thesis and planned examination procedure by signing the Final Examination Report form.

## GRADUATE STUDIES APPROVAL

At least **four weeks** (three weeks in summer) prior to the date of the oral examination, the Final Examination Report form must be submitted to the Office of Graduate Studies.

At least **two weeks** (one week in summer) prior to the date of the final oral examination, a preliminary check of the thesis and abstract must be made by the Masters Programs Specialist in the Office of Graduate Studies. If the oral examination is waived, the deadline for this check is two-weeks prior to the last published date for holding oral examinations.

The Masters Programs Specialist prefers to receive the preliminary copy of the thesis electronically, as an email attachment rather than on paper. The thesis and abstract will be reviewed for format requirements, type of print, etc. The thesis does not have to be in final form for this check.

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

# PROCEDURES AFTER THE ORAL EXAMINATION

The process for depositing a thesis must begin in the Office of Graduate Studies before 4:00 PM.

## 1. OFFICE OF GRADUATE STUDIES, 1100 SEATON HALL

Two **unbound** copies of the masters thesis (including abstract) and one additional copy of the abstract must be presented in final form (on bond paper) to the Office of Graduate Studies for approval. One copy of the abstract will be placed in your file in the Office of Graduate Studies; the other materials will be returned to you for depositing at the library.

## 2. OFFICE OF THE DEAN OF LIBRARIES, 318 LOVE LIBRARY

Deposit both copies of the thesis (including abstracts) at the Office of the Dean of Libraries. Upon accepting your materials, library staff will sign Part 6 of the Final Examination Report form to verify that the approved copies were received. (The Library will accept your materials only if they carry the Graduate Studies stamp of approval, so be sure to complete Step 1 before attempting Step 2.)

## 3. CASHIER, 121 CANFIELD ADMINISTRATION BUILDING

The Cashier will accept your fee payment and sign Part 6 of your Final Examination Report form to confirm payment. The binding fee is \$25; fees are subject to change.

## 4. RETURN TO GRADUATE STUDIES

Present the completed Final Examination Report form to the Office of Graduate Studies.

# MASTERS PROGRAM NAMES AND TERMINOLOGY

## ***MASTERS DEGREES GRANTED AT UNL***

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

## ***MASTERS MAJORS***

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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 masters degrees indicated:

Accountancy - M.P.A.	Geography - M.A.	<u>Education</u>
Actuarial Science - M.S.	Geosciences - M.S.	Educational Administration - M.A., M.Ed.
Agricultural Economics - M.S.	History - M.A.	Educational Psychology - M.A.
Agriculture - M.Ag.	Horticulture - M.S.	Special Education - M.A., M.Ed.
Agronomy - M.S.	Journalism and Mass Communications - M.A.	Speech-Language Pathology & Audiology - M.S.
Animal Science - M.S.	Leadership Education - M.S.	Teaching, Learning & Teacher Education - M.A., M.Ed.
Anthropology - M.A.	Legal Studies - M.L.S.	
Architecture - M.S.	Mathematics - M.A., M.S., M.A.T., M.Sc.T.	<u>Engineering</u>
Art - M.F.A.	Mechanized Systems Management - M.S.	*Engineering - M.Eng.
Art History - M.A.	Modern Languages & Literatures - M.A.	Agricultural and Biological Systems Engineering - M.S.
Biochemistry - M.S.	Music - M.M.	Architectural Engineering - M.A.E., M.S.
Biological Sciences - M.S.	Natural Resource Sciences - M.S.	Chemical Engineering - M.S.
Biometry - M.S.	Nutrition - M.S.	Civil Engineering - M.S.
Business - M.A., M.B.A.	Nutrition & Health Sciences - M.S.	Construction - M.S.
Chemistry - M.S.	Philosophy - M.A.	Electrical Engineering - M.S.
Child, Youth & Family Studies - M.S.	Physics & Astronomy - M.S.	Engineering Mechanics - M.S.
Communication Studies - M.A.	Political Science - M.A.	Environmental Engineering - M.S.
Community & Regional Planning - M.C.R.P.	Psychology - M.A.	Industrial & Management Systems Engineering - M.S.
Computer Science - M.S.	Sociology - M.A.	Manufacturing Systems Engineering - M.S.
Economics - M.A.	Statistics - M.S.	Mechanical Engineering - M.S.
English - M.A.	Survey Research and Methodology - M.S.	Telecommunications Engineering - M.S.
Entomology - M.S., Ph.D.	Textiles, Clothing & Design - M.A., M.S.	
Environmental Health, Occupational Health & Toxicology - M.S. (joint program with UNMC)	Theatre Arts - M.F.A.	
Food Science & Technology - M.S.	Veterinary Science - M.S.	

\* *Interdepartmental Area*

## ***DUAL DEGREE PROGRAMS***

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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.

In addition, a dual-degree program is offered by the departments of architecture (MArch) and community and regional planning (MCRP); architecture (MArch) and business (MBA); MArch/MEng with construction emphasis; and civil engineering (MS) and community and regional planning (MCRP). For more information, refer to the dual program descriptions in the *Graduate Bulletin* at <http://bulletin.unl.edu/> under the appropriate departmental entry.

## ***SPECIALIZATIONS***

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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  
Interdepartmental Area of Engineering, with a specialization in Mechanical Engineering  
Geosciences, with a specialization in Meteorology/Climatology  
History, with a specialization in Nineteenth Century Studies

## **FOR FURTHER ASSISTANCE**

If you have questions regarding your graduate program or the preparation of your thesis, please contact the Masters Programs Specialist in the Office of Graduate Studies at 472-8665.

## **SAMPLES**

The following sample pages illustrate various aspects of layout and formatting of title, abstract, and body pages.

***SAMPLE A: THESIS TITLE PAGE***

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

by

Gail M. Sikking

A THESIS

Presented to the Faculty of  
The Graduate College at the University of Nebraska  
In Partial Fulfillment of Requirements  
For the Degree of Master of Arts  
(or appropriate degree)

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

Under the Supervision of Professor Ann Calklins Brown

Lincoln, Nebraska

May, 2003  
(Date should be either month and year of oral  
examination or month and year of graduation)

***SAMPLE B: THESIS ABSTRACT***

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SECULAR AGNOSTICISM: THE EVOLUTION OF PUBLIC OPINION

TOWARD THE FEDERAL GOVERNMENT, 1910 - 1980

Kathryn Marie Smith, M.A. (or appropriate current degree sought)

University of Nebraska, 2008 (Year of Graduation)

Adviser: Rodger S. Edmunds

(The abstract for the thesis or dissertation MUST NOT CONTAIN MORE THAN 350 WORDS in its entirety, including the number of words for title, author, etc. It should be formatted as indicated here, with line spacing double for theses and 1.5 for dissertations.)

XX  
XX  
XX  
XX

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

1

***SAMPLE PAGE FORMAT***

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All text and diagrams must be printed within these margins.

(1.5")

(1")

(1")

***SAMPLE LAYOUT FOR LANDSCAPE-ORIENTED TABLE***

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TITLE of TABLE

Contents of Table

# THESIS BINDING PROCEDURES

## ***WHAT TO DO***

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Bring your thesis to UNL Printing Services, 1700 Y Street, 472-2146.  
Get a binding order form from the front desk and fill it out.

Printing Services requests that all copies ready for binding be delivered to them by **5:00 PM on Thursdays**.

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. Binding orders will be returned on Friday, one week after being sent out.

## **Copies**

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If copies need to be made:

Regular Bond	\$.05 per sheet
25% Cotton Bond	\$.10 per sheet
Color Copies	\$.035 per sheet

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

## **Binding Prices**

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Hard Bound	\$22.50 ea + tax
Over 2"	\$25.50 ea + tax
Soft Bound	\$13.60 ea + tax

## **Mailing Costs**

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On Campus	<i>Free</i>
Off Campus	\$7.50 per book

*February 2009*