



# ***GUIDEBOOK***

## **For Preparation and Submission of an Electronic Thesis**

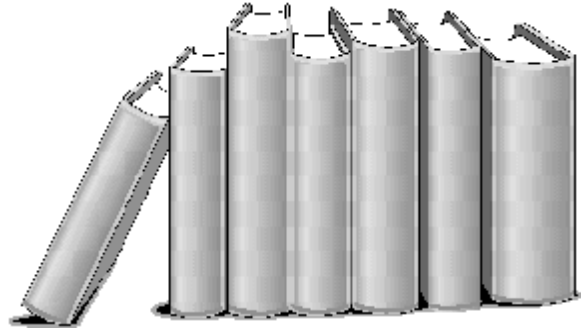
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University of Nebraska-Lincoln  
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Lincoln, NE 68588-0619  
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*<http://www.unl.edu/gradstudies>*

Last updated November 2011

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**Dr. Laurie Bellows**  
*Assistant 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>.

## **INTRODUCTION**

An electronic thesis is a document that is expressed in a form simultaneously suitable for machine archives and worldwide retrieval. Preparation of these documents may be done using nearly any word processor or document preparation system, incorporating relevant multimedia objects, without the requirement to submit multiple copies on paper.

In many ways the submission of an electronic thesis is the same as submission of a “hard copy” thesis. It is important that the Masters Programs Specialist review the document prior to submission as it must be in appropriate form for Digital Commons.

## **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.

### 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. Theses in PDF format are submitted to Digital Commons once approved as final by the advisor and approval of the format by the Masters Program Specialist. This is done prior to beginning the depositing process in the Graduate Studies office.

## ***FORMAT: GLOBAL PAGE SETTINGS***

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After you have written your thesis, you must prepare the electronic version for submission. Overall, it is important to submit a thesis that has a consistent appearance throughout. All the pages in your thesis should follow a general format regarding page numbering, margins, and line spacing.

### **PAGE NUMBERING**

*Except for the title page and abstract*, number all pages in your thesis. [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).

**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 one (1) inch down from the top of the page and one (1) inch from the right side (see page 12). 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 13.)

### **MARGINS**

All margins, with the exception of the left margin which should be 1.5", should be no less than 1 inch. (See Sample A on page 12.) This applies to all material including the abstract, headers, footnotes/endnotes and images. If plates or tables are included, they must have the same margins as the text.

### **SPACING**

Your thesis line spacing should be double-spaced. Single space footnotes/endnotes, bibliographic entries, lists in appendices.

### **FONTS**

For best readability, normal body text should be 12 point and in the Times-Roman fonts. Font size should be no less than 10 point. Embedded fonts are required. No italics, script, or ornamental fonts. Italics may be used for non-English words and quotations.

### **DOCUMENT DIVISIONS**

The thesis is divided into *front matter*, *body matter*, and *back matter*. Read further for specific instructions.

## **FORMAT: FRONT MATTER**

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### **Title Page**

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#### **TITLE PAGE FORMAT**

The format should be prepared according to Sample A on page 10. See also the listing of graduate majors on page 8.

#### **TITLE**

This is the full title of your thesis.

#### **AUTHOR**

You alone are the author of your thesis.

#### **SCHOOL**

The official name of your University is "University of Nebraska". You should not add "--Lincoln" after it.

#### **DEGREE**

Please refer to the list of degrees on page 8.

#### **MAJOR**

Put the official name for your major. Please refer to the list on page 8.

#### **ADVISOR/CHAIR NAME(S)**

This is the faculty member(s) who supervised your thesis. Their title(s) for this page is Professor. No "Dr." please. No rank should be listed (i.e., Associate, Assistant, etc.).

#### **CITY, STATE**

This should always read "Lincoln, Nebraska". Do not abbreviate Nebraska.

#### **DATE OF DEFENSE OR GRADUATION DATE**

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

### **Other Front Matter**

---

These items are listed in the order they would come after the title page.

#### **ABSTRACT**

Each thesis must be accompanied by an abstract that has been approved by the student's advisor. Abstracts will be part of the bibliographic record in the library's online catalog. Abstracts must be limited to 350 words in its entirety including the title, author, advisor, etc. It should be double-spaced and formatted according to Sample B on page 11. **Do not** number the pages of the abstract. The abstract should be placed immediately after the title page of the thesis.

#### **COPYRIGHT PAGE**

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."

#### **DEDICATION (OPTIONAL)**

You may provide a dedication.

#### **AUTHOR'S ACKNOWLEDGMENTS (OPTIONAL)**

Here you may acknowledge those that assisted you in your work.

#### **GRANT INFORMATION (OPTIONAL)**

You may acknowledge any granting institution here.

#### **TABLE OF CONTENTS**

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

#### **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.

## ***FORMAT: BODY MATTER***

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### **CHAPTER**

At the beginning of each chapter, place the word "Chapter," the chapter number, and the chapter title in large type.

### **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 main body 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 pertain unless special instructions are given by the department concerned.

### **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 thesis 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 you must 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. Be sure that you submit the object file(s) along with your thesis.

## ***FORMAT: BACK MATTER***

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

### **REFERENCES**

Consult your departmental guidelines for the standard forms for citation.

### **APPENDICES**

The student 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.

Exactly as you treated each chapter, place the word "Appendix," the appendix letter or letters, and the appendix title in large type 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/masters.shtml>.

## ***PREPARATION***

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### ADVISER APPROVAL

The master's 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.

Download, print, and complete the *Final Examination Report Form* from the Graduate Studies website:  
<http://www.unl.edu/gradstudies/current/degrees/Masters-FinalExam.pdf>.

## ***SUBMISSION***

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### 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.

Electronically submit the thesis, including title page and abstract, to Terri Eastin, master's specialist, at [teastin1@unl.edu](mailto:teastin1@unl.edu) for preliminary review and approval at least **two weeks** (one week in summer) prior to the oral defense or by the posted deadline. 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.

## ***CHANGES***

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The Adviser has the right to recommend changes in the abstract and the thesis at the time of the final oral examination. Such changes, should they be requested, normally are made by the student in consultation with the Adviser and are incorporated in the final versions of the abstract and adviser that will be uploaded to Digital Commons in Love Library.

# PROCEDURES AFTER THE ORAL EXAMINATION

Beginning January 2010, master's students who've completed a thesis will be able to submit their theses electronically through Digital Commons. After May 7, 2010, electronic submission of theses will be required for all thesis-option master's students.

## ***PREPARATION***

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1. Once you have passed your final oral defense, make any changes to your written thesis as required by your adviser or committee. Obtain the appropriate signatures of **all committee members** on your *Final Examination Report Form*.
2. Convert the final thesis to a PDF file and submit it to Terri Eastin for final review as an email attachment.
3. Once you receive email notification that your format has been reviewed and approved, upload the file to the Digital Commons at <http://digitalcommons.unl.edu/gsdissinfo/>. Use these two links on that page:
  - *Where to deposit your master's thesis in the UNL Digital Commons*: Click it, then click Download. In that document, find your degree-granting program and click its link. This takes you to the page for your program's series.
  - *Step-by-step Guide to Uploading Your Master's Thesis in UNL Digital Commons*: Instructions for uploading your thesis.

Embargoes: If you think you might need to place a restriction on your thesis for patent or security reasons, consult your adviser. Master's theses can be embargoed from public access with the approval of the Office of Graduate Studies. Theses may be embargoed to allow the authors to file patent applications, establish definitive zoological nomenclature, protect proprietary research results, or publish creative works commercially. Prior approval must be obtained from the author's academic department and the Office of Graduate Studies before submission. A thesis will not be viewable or accessible during its embargoed period. After the restriction expires, your thesis will be publicly available through UNL's Digital Commons.

4. When you have successfully uploaded your thesis file to Digital Commons, you'll receive email confirmation. Print the email confirmation.

## ***DEPOSITING THE THESIS***

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This process must begin in the Office of Graduate Studies before 4:00 PM.

1. OFFICE OF GRADUATE STUDIES, 1100 SEATON HALL  
Bring these items to Terri Eastin: the printed email confirming upload to Digital Commons, your *Final Examination Report Form*, two paper copies of your abstract, and one copy of your title page.
2. OFFICE OF THE DEAN OF LIBRARIES, 318 LOVE LIBRARY  
Present the upload confirmation and one copy of your title page and abstract, then have your *Final Examination Report Form* signed.
3. CASHIER, 121 CANFIELD ADMINISTRATION BUILDING  
Pay the \$25 digital archiving fee at the cashier's window and have your *Final Examination Report Form* signed. One copy of the cashier's receipt should be attached to the *Final Examination Report* form; the other copy is for your records.
4. OFFICE OF GRADUATE STUDIES, 1100 SEATON HALL  
Bring the completed, signed *Final Examination Report Form* to Terri Eastin at 1100 Seaton Hall.

And you're done. Now celebrate!

# 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.	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.

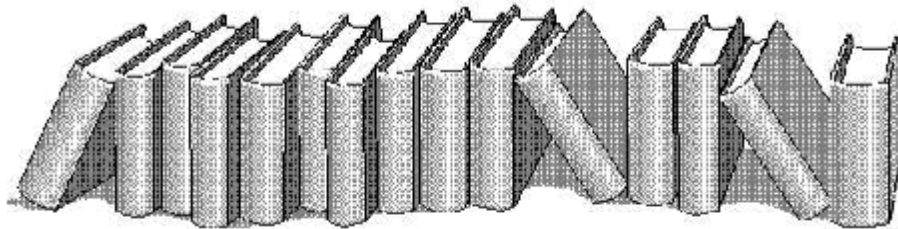
In addition, a dual-degree program is offered by the departments of architecture (MArch) and community and regional planning (MCRP); architecture (MArch) and business (MBA); MArch/MEng with construction emphasis; and civil engineering (MS) and community and regional planning (MCRP). For more information,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

## **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.



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

by

Gail M. Sikking

A THESIS

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

In Partial Fulfillment of Requirements

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

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

Under the Supervision of Professor Ann Calkins Brown

Lincoln, Nebraska

May, 2010  
*(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, 2010 (Year of Graduation)

Adviser: Rodger S. Edmunds

(The abstract for the thesis or thesis 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 thesiss.)

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

## For Personal or Departmental Copies

### ***WHAT TO DO***

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Bring your dissertation to UNL Printing Services, 1700 Y Street, 472-2146.

Please bring your file

- in PDF format to insure the formatting (preferred) OR
- hard copy to be scanned

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 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. 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 2010*