

The red text throughout this example are used for instructional use only and should not appear in your thesis

**TITLE PAGE**

THE STUDY OF STRESS LEVEL AND PSYCHOLOGICAL  
SYMPTOMS IN GRADUATE STUDENTS

Your name and Thesis title should be in all capital letters

by  
JANE SARAH DOE

Your name should be presented in an identical manner on the Title Page, Abstract Page, and within the Proquest site

B.S., University of Illinois, 2001

M.S., University of California, Berkeley, 2007

List your previous academic degrees, not the degree you are currently working towards

A thesis or dissertation (select one) submitted to the Graduate Faculty of the  
University of Colorado Colorado Springs

in partial fulfillment of the  
requirements for the degree of

Only list the degree type here, not specific concentration

Master of Arts/Master of Science/Master of Sciences/Doctor of Philosophy (etc.)

Department of Psychology

2017

Margins must be at least 1.5" on the left and 1" on the other three edges. The left edge margin must be at least 1.5" to accommodate for binding.

The Title Page, counted as page i, does not have a page number printed

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**\*\*This page is optional\*\***

The text on the copyright page should be center justified at the bottom of the page.

This should be the year the thesis will be published

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**COMMITTEE PAGE FOR  
MASTER'S STUDENTS**

This thesis for the Master of Science degree by

Jane Sarah Doe

has been approved for the

Department of Psychology

by

Notate the committee  
chairman by placing  
“, Chair” after their

Use committee  
members' names only  
no titles or degrees.  
Do not include  
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Thomas B. Jones, Chair

Evelyn C. Smith

Richard Johnson

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Use roman numerals  
(i,ii,iii,etc...) for preliminary  
pages. Arabic numerals (1,2,3,  
etc...) should be used at the  
start of Chapter I

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Page numbers must be between  
½ inch and 1 inch from the edge  
of the page

**COMMITTEE PAGE FOR PhD  
STUDENTS**

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**ABSTRACT PAGE**

Name & Degree

Doe, Sarah Jane (M.A. or Ph.D., Psychology)

Thesis Title

The Study of Stress Level and Psychological Symptoms in Graduate Students

Thesis directed by Associate Professor Thomas B. Jones.

**ABSTRACT**

The "ABSTRACT" title should be centered between the margins, all capital letters and bold style font.

Place the word "abstract" centered just above the beginning of the abstract text which will be presented in a paragraph style and double spaced. You must match the three lines as seen above in your thesis. Include your name exactly as it appears throughout the thesis and within ProQuest, including middle name or initial. Type your degree type and name with parentheses as seen above. The second line will be your thesis title exactly as seen on the Title Page. The third line will be your thesis director (chair), with their appropriate title.

All page numbers throughout the thesis must be in the same font style and size as the thesis text and in the same physical location throughout the thesis

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**DEDICATION OR  
ACKNOWLEDGEMENT  
PAGE**  
**\*\*This page is optional**  
**ACKNOWLEDGEMENTS**

The  
“ACKNOWLEDGEMENTS”  
or “DEDICATION” title  
should be centered between  
the margins, all capital letters  
and bold style font.

This is the page where you would take the space to acknowledge people who have had an impact on your education or the development of this thesis. You might recognize your committee, family, friends, or a funding source. The narrative is typed in paragraph style and double spaced. It can be as long as you want/need it to be.

This is a suggested formatting style for your Table of Contents. A different style can be used but it must be organized in a consistent and logical style that will not confuse readers

“CHAPTER” should be used once at the top. Double space below and begin Chapter Headings

**TABLE OF CONTENTS**  
**TABLE OF CONTENTS**

Chapter headings should exactly match the text as it appears in the thesis. Page numbers must be accurate and right justified

CHAPTER

I. INTRODUCTION.....	1
Purpose of the Study.....	2
Scope of the Study .....	3
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Restrictions of database .....	4
Turnover of data entry personnel.....	6
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Time .....	8
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II. REVIEW OF THE LITERATURE .....	14
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A. Questionnaires and Cover Letters to Subjects in the Research Study.....	215
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Chapter names should be spelled with all capital letters

Use indents to indicate the appropriate level of heading.

This is a suggested formatting style for your List of Tables. A different style can be used but it must be organized in a consistent and logical style that will not confuse readers. The style chosen for the Table of Contents should be continued in the List of Tables and Figures

**LISTS OF TABLES PAGE**

Each section title should be centered between the margins, all caps, and bold font

**LIST OF TABLES**

**TABLE**

1. Thesis Submission Deadlines and Timetable .....3  
2. Second Table Example .....75

Table/figure names should exactly match the text as it appears in the thesis. Page numbers must be accurate and right justified.

This is a suggested formatting style for your List of Figures. A different style can be used but it must be organized in a consistent and logical style that will not confuse readers

**LISTS OF FIGURES PAGE**

**LIST OF FIGURES**

FIGURE

1.1	Life After Graduate School.....	4
2.1	Example of first figure in Chapter II.....	100
2.8	Example of eighth figure in Chapter II .....	115

Use the title heading "CHAPTER" and the appropriate Roman or Arabic numeral. Double-space down to the chapter name which should be centered, all caps, and bold. Double-space after the name and then begin your text.

**TEXT PAGES -  
INSTRUCTIONS AND  
EXAMPLES**

**CHAPTER I  
INTRODUCTION**

The next two pages provide an example of thesis text. Only chapters begin on a new page within the text. The word CHAPTER and its corresponding number are centered. If you choose, you can drop the chapter name down from the top edge of the page. You do not have to have CHAPTER I one inch from the top margin. Sometimes it is helpful for readers to distinguish the beginning of each chapter if it is dropped down further than the one-inch margin. If you choose to have a larger top margin, you should be consistent with a larger top margin at the top of the first page of each of the following divisions: Dedication, Acknowledgements, Table of Contents, and each chapter.

These pages provide examples of paragraph indents, headings, footnote format and placement, and single spaced block quotations. You do not have to follow the style shown here as long as the style used is consistent and appropriate. However, you must divide your thesis into chapters.

We suggest that quotations of 40 words or more are indented from the left margin and single spaced. The following passage is an example of a suggested style for a single spaced long quotation: The public seems periodically to express a desire for some new film genre. Whether this behavior can be explained is probably a moot point. What this does mean is that some groups of people are dissatisfied with the films available at their local theaters. (Moore, 1981)

In this suggested style, the text would continue after the block quotation, with a double-space between the quotation and the continuing text.

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Begin Arabic style numerals at the start of Chapter 1

## Centered Headings<sup>1</sup>

The text on this page provides an example of three levels of headings. Additionally, this heading provides an example of a footnote (see above and below). A line separates the footnote from the text at the bottom of the page. The footnote must match the font style and size of the text, as well as conform to the established margins.

Some theses require only one heading level; others may use up to four or more. You may choose any style (boldface, caps, underlined, numbered) as long as you apply the style consistently throughout the thesis. Heading styles are discussed on page 10 and 11 of this Manual. Unless your program has a specific style that they recommend, we have recommended a style for you to utilize in your thesis. It is outlined on page 11.

The headings represented in this example chapter show that I chose to use the recommended style, but deleted level 3 and 4 and only utilized the formats for levels 1, 2, and 5 from the recommendation. The centered heading above would be an example of a level 1 heading.

### Side Headings

This side heading would be an example of a level 2 heading. If used with centered headings, side headings follow a similar style. Consistency in the spacing above and below headings must also be consistent at a particular level and across chapters.

---

<sup>1</sup>This is a sample format for a footnote. Footnotes must also conform to established margins, font style and size. If you have previously published an entire chapter of your thesis, it is a good idea to footnote the chapter name and then list the citation information in the footnote.

Paragraph headings. This is representative of a level 3 paragraph heading. The heading is placed at the beginning of a paragraph, underlined, and ends with a period.

Paragraph headings are usually reserved for lower-level headings; either level 3 or level 4 headings.

Table titles should begin with the word "Table." The title is typically typed above the table

Table/figure names and numerical listings should exactly match the text as it appears in the list of figures/tables

Table 1: Thesis Submission Deadlines and Timetable

When to do	What to do
At the end of the semester before you plan to graduate	Check the <a href="#">Graduate School website</a> regarding thesis defense deadlines, paperwork, thesis submission requirements
At least a month before thesis defense	Schedule thesis defense
By published deadline for that graduation cycle (generally last day of the graduation term)	Submit final thesis to the Graduate School for final approval Also, see information on <a href="#">the Graduate School website</a>

Tables may be margin to margin, have lines or no lines, be short or extend over many pages. The table number and name appear above the table. Tables must be incorporated within the text. Do not break the table across pages unless necessary. If the table does not fit on a page, place it at the top of the next page.

Figures can be alone on a page regardless of their size. Figure titles can be placed either below or above the figure and should be single-spaced. Whichever naming convention and style that is used for the figures should be used consistently throughout the document. Additional information regarding figures can be found on pages 9 through 11. See the example below.

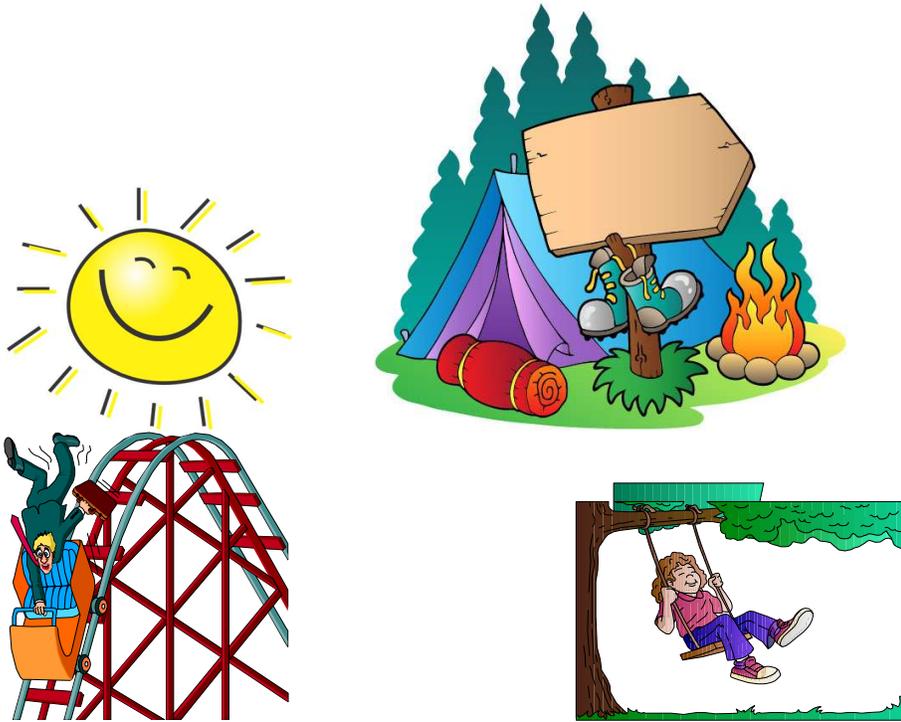


Figure names should exactly match within the text as it appears in the list of figures/tables

Figure legends may appear below or above figures and are typed single-spaced in the same font style and size as the text

Figure 1.1: Life After Graduate School

All figures and tables, regardless of size, must fit within the standard margins

**REFERENCES**  
**REFERENCES**

The title should be centered, all caps, bold and then double-space before the text.

Josephine Moore, "American Films in the 1980s and Beyond," *Journal of the Association of American Filmgoers*, 14(1981), 42.

Here is one example of style: Double-space between each entry and single-space within the entries. You can use other style guide styles for references, but they must be consistent.

Keep each reference together within the references section (do not split a reference across pages, push it to the next page)