



Graduate School

UNIVERSITY OF COLORADO COLORADO SPRINGS

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**THESIS AND  
DISSERTATION  
MANUAL**

Revised August 2022

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# I. GENERAL INFORMATION FOR FILING OF THESES AND DISSERTATIONS

## INTRODUCTION

The requirements described in this Thesis and Dissertation Manual have been established so that paper and electronic theses are presented in a form suitable for the University of Colorado Colorado Springs. The thesis is a product of original thinking and research, and it is, therefore, designed to appear in a form comparable to a published work. These requirements apply to all theses and dissertations submitted for graduate degrees at the University of Colorado Colorado Springs.

We recommend that you thoroughly review the **Submission Procedures** document (found on the [Graduate School Website](#)) to familiarize yourself with the steps needed to complete your thesis submission. It is your responsibility to read and follow the requirements presented here and to submit documents of the highest quality. Final copies will not be accepted with handmade corrections, insufficient margins, inconsistent formatting, or if they are of such poor print quality that reproduced copies cannot be made.

## "THESIS" OR "DISSERTATION"

The word "thesis" refers to the research paper required for the master's degree; "dissertation" refers exclusively to the doctoral degree research paper. For convenience, in this document, the word thesis will be used to represent both. All requirements that apply to the master's thesis pertain to the doctoral dissertation. There are, however, additional requirements that apply only to the dissertation. In the case of these requirements, dissertation will be specified.

## THESIS COMMITTEE MEMBERSHIP

A thesis advisory committee must be established. This committee will consist of the thesis advisor, and at least two other members of the graduate faculty, possibly including a member from an allied program. All committee members must have an active Graduate Faculty appointment during the time they serve on the committee. Please confirm with your department that all committee members have an active appointment prior to any convening of the committee.

## DISSERTATION COMMITTEE MEMBERSHIP

A dissertation advisory committee shall consist of five members of the Graduate Faculty, including one member who is either from an allied department or from another institution, provided the faculty member has been granted "Special" membership on the Graduate Faculty. All committee members must have an active Graduate Faculty appointment during the time they serve on the committee. Please confirm with your department that all committee members have an active appointment.

## DEADLINES

Review our [Graduating This Semester](#) website for deadlines, submission procedures, and information.

### **Application for Admission to Candidacy**

An Application for Admission to Candidacy must be submitted to the Graduate School office by the published deadline to apply for graduation. Applications submitted after these dates will be processed for the next graduation period.

### **Scheduling of final examination/thesis defense**

You must defend your thesis at least 30 days prior to the actual graduation date.

### **Submission of thesis**

You must submit your thesis to the Graduate School by the specified deadline of the term you are graduating. You must defend your thesis before submitting to the Graduate School. Your thesis will be submitted electronically (through ProQuest) and approved for formatting. To be considered for graduation, all documents must be submitted and approved by the deadline. These steps can take several days so plan accordingly when thinking through your timeline. Submission information can be found online on the [Graduating this Semester](#) webpage, specifically under the Thesis/Dissertation Forms Section.

## **REGISTRATION**

You must be registered for the term in which you defend your thesis. Doctoral students must register for a minimum of 1 dissertation hour. Master's students need to register for a minimum of 1 thesis hour. If a student has reached the maximum number of thesis or dissertation credits and has completed all other requirements for their degree, they can register as Candidate for Degree for zero credits. Students defending on a date that falls during a period between terms must be registered during the previous semester. The student does not need to register for the following semester if they defend prior to the start of the upcoming semester. You do not have to be registered to submit the final copy of the thesis to the Graduate School.

## **SUBMISSION**

The Graduate School accepts theses electronically, uploaded as a PDF document through the ProQuest website. Information is available online on the [Current Students website](#). This site contains information regarding this whole process.

Your program/department may also request/require paper copies of your thesis. Please check with your program/department for any additional requirements.

## **FEES**

Upon submitting the thesis, you will be required to select "Traditional" or "Open Access" publishing. "Traditional" publishing is free, "Open Access" publishing will result in higher publishing fees.

Please consult the [ProQuest website](#) for more information on these options. Fees are subject to change at any time.

Personal bound copies can be purchased through ProQuest during the time of submission or after your document has been published by ProQuest.

Please review the [ProQuest website](#) for their prices on Publishing, Copyright, and Personal Bound Copies.

## SIGNATURE AND AGREEMENT OF THE THESIS/DISSERTATION

The Electronic Thesis/Dissertation Signature and Agreement form found on the [Graduate School Website](#) will be uploaded through ProQuest. This form is not a physical page of the thesis itself. The signed form signifies that the committee has approved the content of the thesis for submission. The second page of the form is filled out by the student to establish when you want to release the document to the UCCS Digital Collections. Please consult with your faculty advisor on whether you should delay release of your document.

The form becomes a university document so care should be taken to keep the form unblemished prior to submission through ProQuest. A copy of the signature and agreement form is provided in the sample pages later in this manual. This form is in addition to the Committee page (the second page of the thesis). **Please note that the statement requires original or authenticated digital signatures of all members of the committee, not copies.**

**This form must be completed, signed, and turned in through ProQuest before formatting checks will begin.**

## APPROVAL OF FORMAT

The Approval of Format form found on the [Graduate School Website](#) will be signed by the committee chair acknowledging the correct format and style are used in the thesis. It also confirms that, if institutional committee approval was required, the documents are included in the thesis (e.g., IRB approval protocol). This document is uploaded to ProQuest.

**This form must be completed, signed, and turned in through ProQuest before formatting checks will begin.**

## FINAL APPROVAL BY THE GRADUATE SCHOOL

The Graduate School will accept the submitted thesis if it meets the minimum requirements. The responsibility for producing a document that reflects one's professional accomplishment rests with the student, the advisor, and the degree-granting program. Once the thesis is approved by the thesis committee, the Approval of Format form is signed, the Signature and Agreement form is signed, and the thesis meets the minimal standards of the Graduate School, the thesis must be uploaded to ProQuest for final review and acceptance by the Graduate School. Instructions and guidelines for submission are available online on the [Graduate School Website](#).

## COPYRIGHTING

Doctoral and master's students may apply to have the copyright on their thesis registered. ProQuest can handle the registration. Additional information regarding copyrighting is provided on the [ProQuest](#) site. If you have already published the materials in the thesis, then it probably already has the copyright registered.

## Inclusion of Previous Publications and Copyrighted Materials

The inclusion of previously published work is permissible within the following guidelines:

1. The work must represent research conducted while enrolled in the Master's or Ph.D. program and must not have been previously used to fulfill the requirements

- of another degree.
2. The student must be the sole or primary author of the published work; when multi-authored articles are included, the student's contribution and how it relates to the thesis must be clearly explained in the introduction or body of the text.
  3. Simply binding reprints or collections of publications together does not constitute a thesis in concept or format. Previously published work must be logically connected and integrated into the thesis in a rational and coherent manner, as well as reformatted to fit the thesis specifications.

If other copyrighted materials are included in a thesis, they may not be used without the permission of the publishers or copyright owners.

### **Copyright Guidelines - Facts in Brief**

The student automatically retains the copyright to his/her own work unless it has been signed over to someone else. The student has the option to register the copyright through ProQuest. If you have questions, please consult the copyright information on the ProQuest site or contact the UCCS library.

## **II. THESIS AND DISSERTATION FORMAT**

This section provides the Graduate School's formatting specifications for theses and dissertations presented for graduate degrees at the University of Colorado Colorado Springs. We recommend that you consult a style guide or standard handbook for more detailed specifications of content style for your field. Your program should be able to provide information on any requirements specific to your field of study.

### **STYLE**

You should consult with your thesis advisor or thesis committee chair about an appropriate style guide that describes formatting details not included here. The thesis must be organized in chapters regardless of what format your thesis advisor, committee chair, program advisor, or any style manual may recommend. You should also follow proper outlining guidelines regarding headings (i.e., no single subheadings at any level).

### **TYPE**

The thesis must be typed. The body of the document should have a font size between 10 and 12 point font. The section headers may have a larger font size above 12 point, but if this is used it must be a consistent font size for each section header level. The text size for the table and figure headings may be smaller than 10 point, but if this is chosen it must be used consistently for each title. The font point size you choose must be used consistently for each section. Mixing and matching of font style is not permitted throughout the thesis. Script type may not be used. Equations, formulas, and words within figures must also be typed. Handwriting is not acceptable within the thesis text but may be used in a figure if it is a necessary part of the figure. Full justification is permitted in the thesis, but if utilized must be applied throughout the thesis to all text.

In submitting a thesis electronically, students should consider that ProQuest recommends that



## MARGINS

Minimum thesis margins are 1.5” from the left edge and 1” from the other three edges. The left edge margin must be 1.5” to accommodate for binding.

The page number should be no less than 1/2" and no more than 1" from the top or bottom of the page.

The left edge should be aligned. The right edge of the text may be either justified (all lines the same length) or ragged (lines varying in length). If you elect to justify the right edge, keep in mind that printers will put spaces between words or letters to fill out the length, sometimes resulting in one long word being spaced out to take up the entire line. Excessive white space in a line of text is unacceptable. If full justification is used, it must be applied throughout the thesis to all text.

## SPACING AND INDENTS

The entire thesis is double spaced except the areas/items listed below, which are single spaced.

- Multiple line headings in the Table of Contents, List of Tables, or List of Figures pages (single space within, double space between)
- List of Abbreviations listings (double spaced if a short list, < ½ page)
- Footnotes
- Figure legends
- Text inside a table and the footnote under that table
- References (single space within, double space between)
- Text in the Appendix Pages – although the heading must be double spaced

Do not put extra blank lines or space between paragraphs. If you need to differentiate a paragraph from its surroundings, use headings. If you find a slight additional spacing after paragraphs (slightly more than a double space), make sure to set your paragraph spacing to zero in Word. We suggest that long quotations (longer than three lines) be indented and single spaced.

We recommend that the first line of each paragraph or footnote be indented with a tab uniformly in the thesis. Whether you choose to indent or not, you must be consistent throughout the thesis. The number of spaces for this indent depends on the style. A standard indent is eight spaces (2 inch); a five-space indent is also frequently used. Single spaced quotations are indented in their entirety eight spaces (2 inch) or five spaces, depending on the style you are using.

## HEADINGS

You should choose a standard format for headings and subheadings for your thesis and use it consistently throughout. The spacing above and below headings should also be uniform. Examples of headings are provided on sample pages. You may choose another appropriate style but BE CONSISTENT and choose a logical style that will not confuse readers. You must also follow proper outlining protocol; there must be two or more subheadings used below any heading. Single subheadings are not permitted. This applies to any level of heading.

For students whose program/department does not dictate a specific style of heading, the following style is suggested. The Level 1, chapter heading, is required. At a minimum you must

list your chapter name and number. We recommend that your first level chapter heading be centered between the margins, spelled with all capital letters, bold, and a double space between the heading and the text. Other heading levels are optional and may be removed if you wish. Utilize them in the ascending order presented. Here are the levels:

- Level 1: centered, upper and lower case letters, bold, double-space before and after
- Level 2: at the left margin, upper and lower case letters, bold, double-space before and after
- Level 3: at the left margin, upper and lower case letters, underline, double space before and after text
- Level 4: tab, first letter cap only, bold, period, double space and then paragraph text
- Level 5: tab, first letter cap only, underline, period, double space and then paragraph text

Additionally, any heading or combination of headings must have two lines of text after the heading in order to remain on a page. If the heading only has one line, or it sits alone at the bottom of a page, you must move the solitary heading and the line of text to the subsequent page.

## TITLE PAGE

The formatting on the Title Page must conform to the instructions as described in this manual and to the example thesis found at the end of this document. The title and your name must be written in all capital letters. **The year listed reflects the year you will be awarded the degree, not necessarily the year you defend your thesis.** Your name should be presented in an identical manner on the Title Page, approval page, Abstract, and within the ProQuest site. See the example guide and example page at the end of this document for further guidance on the Title Page.

## COMMITTEE PAGE

Your Committee Page must conform to the instructions provided in the manual and to the example thesis found at the end of this document. The Committee Page varies based on whether you are a Master's or Doctoral student. See the example guide and example page at the end of this section for further guidance on the Committee Page. Note: your committee does not sign this page. The typed names of all committee members will be on this page. The date on the bottom right hand side of this page should be filled in with the most recent submission to the Graduate School. This will need to be updated as changes are made during the review process with the Graduate School.

## ABSTRACT PAGE

The Abstract Page formatting must conform to the instructions provided in the specifications found within this manual and to the example thesis found at the end of this document. The thesis title as written on the Abstract Page must be typed exactly as it appears on your Title Page and within ProQuest. Your name, thesis title, degree, and advisor will be listed. Make sure your thesis advisor's name and academic title are correct. Do not add their degree after their name. The types of degrees granted at the University of Colorado Colorado Springs include the following:

Ph.D., D.N.P., M.S., M.A., M.Sc., M.S.N., M.B.A., M.S.A., M.E., M.C.J., M.P.A.

Check with your program regarding the exact name of your degree. Many programs/departments have names that are different from the degree awarded to their students.

## **DEDICATION AND ACKNOWLEDGEMENTS**

Many people choose to include a Dedication Page (optional). Dedications are considered a very personal recognition (in other words, you don't usually dedicate your thesis to a scholarship fund).

The Acknowledgement Page (optional) contains text recognizing the people who contributed to the research and preparation of the thesis or provided funding. Some people like to also acknowledge those people who helped them through their careers in other ways (e.g., friends, spouses, children, parents, study participants, etc.). See the example guide and example page at the end of this document for further guidance on the Dedication and Acknowledgement Pages.

## **TABLE OF CONTENTS**

This is a required section of the thesis. This section should be numbered in lower case Roman numerals. As a minimum standard, you must include the chapter names in the Table of Contents. It is standard practice to also list level 1 and level 2 headings. If you choose to list any specific level of heading, you must list all headings at that level and higher. For instance, if you choose to list one level 2 heading, you must list all level 1 and 2 headings in all chapters. See the example guide and example page at the end of this document for further guidance on the Table of Contents page. You may choose another appropriate style of formatting for the Table of Contents different from the example thesis, but it must be in a consistent and logical style that will not confuse readers.

## **LIST OF TABLES, FIGURES, AND ABBREVIATIONS**

The List of Tables and List of Figures are required pages if you have figures or tables in your document. Tables and figures may be numbered sequentially through the thesis or by chapter (e.g., 1, 2, 3... or 1.1, 2.1, 2.2, 2.3, 3.1...). The List of Abbreviations is an optional page. For additional information on tables, figures, and abbreviations see tables, figures, and abbreviations descriptions below. See the example guide and example page at the end of this document for further guidance on each of these pages.

## **CHAPTERS**

Chapter headings may be numbered using capital Roman numerals (I, II,III,IV...) or standard Arabic numerals (1, 2, 3, 4...). Chapter I of a thesis is usually the introduction and always begins the portion of the thesis where the page number style will switch to Arabic numerals (e.g., 1, 2, 3) rather than lower case Roman numerals used for the preliminary pages. Content of each chapter will be dependent on your program. Each chapter must begin on a new page. See the example guide and example page at the end of this document for further guidance on the Chapter format requirements.

## **TABLES**

The word "table" designates columns of information composed of words or numbers or both. Tables are located as soon as possible (not necessarily immediately) after their first mention in the text. Tables less than 7 inches must be included within the text; larger tables may be on a separate page. Tables may not be split across pages unless they are too large to fit on one page (see large table on the next page). Tables should be numbered consecutively within each chapter or throughout the thesis.

You may place lines around or through your table to delineate information, but make sure that the lines still conform to the established thesis margins. Tables that will not fit within the required margins may be typed in a smaller font size (same font style). The text of the table title is not reduced.

### Table Titles

Titles should begin with the word "Table." The title is typically typed above the table, but may, if your style guide requires it, be placed below. Titles must be consistent in style throughout the thesis (i.e., **Table 3.2: Infant Weights of ...**). This is an example of the second table in Chapter III and is a suggested style to format your table titles. Each of your table titles should have a consistent formatting style and naming convention throughout the thesis.

### Table Footnotes

Table footnotes are typed single spaced immediately beneath the table and have no relation to text footnotes. If you are adapting a table from another source (or using it in its entirety) you must acknowledge the source immediately beneath the table. Thesis authors also are required to obtain written permission for use from the copyright owner. Table footnotes are a smaller font size, if the text in the table was reduced to a smaller font size. Otherwise, the footnote text is the same font size as the thesis text.

### Large Tables

- Long Tables: Tables that are longer than 7 inches and require more than one page are considered long tables. Subsequent pages of a long table should be designated in one of the following ways 1) Table # cont.; 2) repeat the table header title; or 3) both - on all subsequent pages.
- Wide Tables: Tables that will not fit within the required margins may be typed in a smaller font size (same font style). The text of the table title is not reduced.
- Landscape Tables: Tables typed in a landscape orientation should have the top of the table on the left (toward the binding margin). Page numbers of landscape-oriented pages must be in the same location as all other pages in the thesis, namely portrait orientation. One method to achieve this is to insert the table as a picture, then flip the picture, not the entire page. For landscape tables that continue for multiple pages, refer to the long table instructions above regarding title listings on subsequent pages.

## FIGURES

Figures are visual presentations of ideas or concepts or pictorial evidence of your analysis of information. Figures should be incorporated into the text, where possible, rather than on a stand-alone page. **Figures should not be placed in the middle of a paragraph of text on a page (breaking up the flow of the paragraph).** They should be placed as soon as possible after they are referenced in the text (at the bottom of the page on which they were referenced or on the subsequent page) without breaking the flow of the paragraph of the current page. Figures may or may not take up a full page, including their legend. The legend and figure must remain together on the page (refer to the "Large Figure" instructions further down on this page) Figures must fit within the established thesis margins. If your figure is too large to fit within the established

margins and you are unable to shrink the figure, we will work with you on what must be done when you submit your thesis to ProQuest.

### Figure Legend

Figure legends should appear below figures and are typed single spaced in the same font style and size as the text. If necessary, figure legends may be typed above the figure. Whichever legend placement you choose must be consistent throughout the thesis. Figure titles at the beginning of the legend must be consistent in style throughout the thesis. For example, **Figure 15. Graph of Infant Weights**, would be the 15<sup>th</sup> figure in this thesis. Each of your figure legends should have a consistent formatting style and naming convention throughout the thesis.

Legends are typed to fit within the standard margins; if necessary, they may appear on the page after the figure (see notation on large figures below). Figures also may be printed with a landscape orientation, with the top toward the left margin. You will turn the figure and corresponding figure legend 90 degrees counterclockwise. The figure legend will appear at the bottom left of the figure when the page is in landscape orientation. Page numbers of landscape-oriented pages must be in the same location as all other pages in the thesis (i.e., portrait). One method to achieve this is to insert the figure as a picture, then flip the picture orientation, not the entire page.

### Figure Footnotes

Footnotes to a figure are typed single spaced immediately below the figure and above the caption.

### Large Figures

You may reduce figures to fit within the page margins or, if possible, continue the figure to another page (this usually works only if you actually have several small figures together). The figure itself still needs to have some sort of notation of the figure number and legend on the page with the figure. Figures that are too large to fit on one page may be split across multiple pages. If this is the case, you must include the figure legend and number on each page, using “continued” on the legend on the subsequent pages where the figure appears. For example, Figure 2.1: Erosion Control on Pikes Peak, spans across three pages. The figure legend on the first page would say “Figure 2.1: Erosion Control on Pikes Peak”, while the second and third pages where the figure appears would say “Figure 2.1: Erosion Control on Pikes Peak, continued”. Be sure to place your legend in a consistent location, either above or below the figure, when compared to your other legends,

## FOOTNOTES

Footnotes are indicated by superscript numbers in the text and referenced at the bottom of the appropriate page. Footnotes are numbered consecutively throughout the thesis. When footnotes are used, the bibliography includes all references cited in the notes (and additional sources). Footnotes are typed in the same font size as the thesis text and are single spaced within but will include a double space between each footnote. Make sure to follow proper footnote style etiquette and maintain the established thesis margins.

## BIBLIOGRAPHY/REFERENCES

A bibliography is a list of books, journals, and other sources of information used or consulted in preparing the thesis. References are a list of books, journals, and other sources of information that are specifically cited in the thesis (a subset of the bibliography). A bibliography or reference section must be included, even if footnotes are used. The arrangement of bibliography/references and the information in each entry are determined by the chosen style guide. Generally, students have References in their thesis rather than a Bibliography. Use whichever term is appropriate to your situation. Bibliography/References in theses may be cited in author-year citations or numbered references according to your chosen style. Regardless of which you choose, you must list a full citation of the reference (et al. in the author listing is permissible). If your style guide does not specify formatting for the bibliography/references section, follow these general rules: 1) double-space between each entry and single space within the entries; 2) keep each reference together (don't split a reference across pages, push it to the next page); and 3) make sure to start the top of each page with text, not a blank line. See the example guide and example page for further guidance on the Reference pages

## APPENDIX

Appendix materials are typically optional; however, if Institutional Review Board (IRB) approval was required for the thesis, approval documents must be included in the appendices. Appendix Pages appear after the Bibliography or Reference section. Appendix sections are numbered using alpha characters (i.e., A, B, C...). Although the content of the appendix may be of a different font than the thesis, the title of the Appendix and page number must still meet font style and size specifications as established in the thesis. Appendix Pages must also conform to the pre-established margins of the thesis. This may require modification of the size of the original documents to be included in the Appendix. Page numbering will continue in the same placement, style, and location as the rest of the thesis.

## III. STEP-BY-STEP GUIDE FOR PAGE LAYOUTS

Below are step-by-step directions to guide you through each example page. At the end of the instructions, we have provided an example thesis formatted in the correct style. The red textboxes found within the example thesis are for instructional use only and are not intended to be in your final thesis.

### TITLE PAGE - INSTRUCTIONS

1. Center all material between the margins (both vertically and horizontally).
2. Write your name in all capital letters. If you include your middle name or initial it must be used consistently throughout the document and supporting materials.
3. The listing of your name should be identical on the Approval of Format Form, Signature and Approval Form, Title Page, Committee Page, Abstract, and ProQuest submission.
4. List prior degrees as shown (use only academic degrees). List the degree (list only bachelor's degrees and higher), the university name, and year the degree was awarded. You also need to list a city for your university if it has multiple campuses. Do not list the degree you are currently working towards at UCCS.
5. At the bottom of the page, use the appropriate degree (e.g., Master of Arts, Master of Science, Master of Sciences ... or Doctor of Philosophy).

6. List the appropriate Program (list your program's full name, not the school or college in which it is housed). List the same program on the Approval Page.
7. The year listed is the year the degree is awarded (not necessarily the year you defend or submit your thesis).

### **COPYRIGHT PAGE - INSTRUCTIONS (optional for those copyrighting their thesis)**

1. Center all material between the margins.
2. Place text as far to the bottom of the page as it can be placed without going to the next page.
3. Your name should be listed in the same manner as on the Title Page. If you include your middle name or initial it must be used consistently throughout the document and supporting materials.
4. Change the year to the year you will graduate, not necessarily the year you defend.
5. The Copyright Page is not given a page number nor counted in the sequence of page numbers, although it is its own page. The optional Copyright Page is considered an inserted page

### **COMMITTEE PAGE - INSTRUCTIONS**

1. There are multiple versions of this page, depending on whether you are a master's or doctoral student. Review the different versions to select the one appropriate for you.
2. Center all material vertically and horizontally (except date, as shown) between margins.
3. Your name should be on its own line and should be consistent with how you stated your name on the Title Page and the Abstract.
4. List your program's full name, not the school or college in which it is housed; e.g., if you are a Nursing candidate, use "College of Nursing."
5. First faculty name listed will be your thesis committee chair; second name will be another member of your committee, and so on. List all members of your committee in the same order as on your Signature and Agreement Form.
6. Use committee members' names only - no titles or degrees. You may use middle initials or even middle names - use official names only, no nicknames or shortened names. You will put the title "Chair" after the chairperson's name. The committee members will be listed after your chair in the same order that they were presented on the Signature and Agreement Form.
7. The date on the bottom right hand side of this page should be filled in with the most recent submission to the Graduate School

### **ABSTRACT - INSTRUCTIONS**

1. The Abstract should be double spaced throughout.
2. Beginning on the upper left-hand side the first line should list your last name followed by a comma, then your first name, followed by your middle name or initial (whichever is appropriate based on how you listed your name on the Title Page).
3. Just after your name, list the appropriate degree type and exact title of the degree being granted within parentheses (Ph.D., M.S., M.A., M.Sc., Applied Geography, Public Administration, etc.)
4. Double space down and type the title of your thesis exactly as it appears within ProQuest and on the Title Page. The first letter of each word should be capitalized except

conjunctions. The title can span multiple lines and should be single spaced within. The title must be separated by a double space from your name above and the text beneath your title.

5. For the third line, type “Thesis directed by (advisor title) (advisor name)”. Check with your advisor regarding his/her appropriate title (Assistant Professor, Associate Professor, Professor). No degrees are listed for the advisor.
6. Double space down after your advisor is listed. Put the word “ABSTRACT”. The “ABSTRACT” heading should be formatted in a consistent style as compared to other section headings.
7. Do not use footnotes or sublevel headings in the abstract.

## **DEDICATION OR ACKNOWLEDGEMENTS - INSTRUCTIONS**

1. These are two separate pages. Both are optional. The Dedication Page comes before the Acknowledgement Page in sequence.
2. The format for the Dedication and Acknowledgement Pages, including the section headers, should be consistent with other pages throughout your document. You will need to place a double-space between your text and the section header. The text should be double spaced and in paragraph style. These pages can be as long as you want/need it to be.
3. If your dedication is very short (< one sentence), you may center your dedication at the center of the page, italicize the font, and remove the traditional dedication header.

## **TABLE OF CONTENTS – INSTRUCTIONS**

You may choose any format for your Table of Contents that fits your discipline, but it must be organized in a consistent and logical style that will not confuse readers. Your section header will need to be in a consistent fashion as compared to other headers throughout your document. The formatting below is a suggested style.

1. Use title heading of "CONTENTS" **OR** "TABLE OF CONTENTS." The heading should be a single line centered at the top of the page, all caps, and bold. You will double-space after the heading and place the word “CHAPTER” on the left-hand margin and then double-space again before you begin your chapter listings. You only list the word chapter once at the top.
2. Headings are double-spaced between each entry; single-spaced within each entry. As you single space within headings, the subsequent lines of the heading should align with the heading on the left-hand side.
3. Chapters may be numbered with upper case Roman numerals (e.g., I, II, III, IV) or Arabic style numerals (1, 2, 3...). Chapter names should be spelled with all capital letters.
4. Headings should exactly match the text as it appears in the thesis. Page numbers must be accurate and right justified.
5. Use indents to indicate the appropriate level of heading. Outlining rules concerning subheadings apply here (i.e., no single subheadings at any level). Be consistent in the presentation of your headings in the Table of Contents (i.e., upper and lower case or first letter cap only at various levels of heading).
6. You must include the chapter names as a minimum; however, it is appropriate to also include the other level headings. If you include any level of heading, you must include all headings of that same level. For instance, if in Chapter III you want to include a level 3 heading, you would need to include all level 1, 2, and 3 headings in the Table of Contents

for all chapters. If you have four levels of heading in your thesis, but only want to list level 1 and 2 in your Table of Contents, that is permitted.

7. You can use dot leaders from the heading name to the page number or omit the dots, as long as you are consistent. If you choose to use dot leaders in the Table of Contents they should also be used in the List of Tables and List of Figures

## **LISTS OF TABLES, FIGURES, AND ABBREVIATIONS – INSTRUCTIONS**

You may use any style to format your List of Tables, Figures, and Abbreviations that fits your discipline, but it must be in a consistent and logical style that does not confuse your readers.

Your section header will need to be in a consistent fashion as compared to other headers throughout your document. The instructions below are a suggested formatting style.

1. Use title headings of "TABLES," "FIGURES," "ABBREVIATIONS" **OR** "LIST OF TABLES," "LIST OF FIGURES" "LIST OF ABBREVIATIONS". The headings should all be at the top of the page, all caps, and bold. You will double-space after the heading and place the word "TABLE" or "FIGURE" on the left-hand margin and then double-space again before you begin your table or figure listings. You only list the word "TABLE" or "FIGURE" once at the top.
2. If your document includes any figures or tables you will be required to provide a List of Tables or List of Figures. They will be separate pages, although presented together in this example. Each list must have a consistent formatting style and the section headers should match a consistent header style as used for other sections your document.
3. We recommend that the table/figure listings be single-spaced within and double-spaced between. You only list the table/figure name (not the legend). The dot leader is optional, but if used for the Table of Content Pages, must be used here.
4. Table/figure names should exactly match the text as it appears in the thesis. Page numbers must be accurate and right justified.
5. Tables/figures can be numbered sequentially throughout the thesis (Table 1, 2, 3, etc.) or within each chapter (1.1, 2.3, 3.2 where "3.2" is the second figure in the 3<sup>rd</sup> chapter).

## **CHAPTERS**

1. Use the title heading "CHAPTER" and then the appropriate number and then double space down to the chapter name, which will also be in all caps and double-spaced. Bold the chapter number and name. Double space after the name and then begin your text.
2. Chapter headings may be numbered using Roman numerals (e.g., I, II, III, IV) or Arabic style numerals (1,2,3...).. Page number should be between 1/2 and 1 inch from the margin.
3. Text is paragraph style, double-spaced, with a tab (indent) on the first line. No extra spaces between paragraphs (unless accompanied by headings).
4. Whichever heading format style is chosen, be consistent across all chapters. You cannot skip or add a level of heading from one chapter to another. See pages 6-7 for a suggested heading format style. Regardless of the style you choose, reserve stronger style attributes (bolding and capitalization) for higher-level headings.

## **BIBLIOGRAPHY/REFERENCES**

1. Use the title heading of "REFERENCES" **OR** "BIBLIOGRAPHY," whichever is

appropriate. Your title header must be in a consistent style as your other section headers. We recommend that the title header be centered, all caps, bold and then double space before the text.

2. You can select any referencing style you would like, as long as you present full references and are consistent in your chosen style throughout the entire references section.
3. Follow your reference guide on citation style. If your style guide does not specify a citation style, the references should be double-spaced between each entry and single-spaced within the entries.
4. Keep each reference listing together (do not split a reference across pages; push it to the next page).
5. Make sure to start the top of each page with text, not a blank line.

## **APPENDIX**

1. This section is not included in the example pages, but the format of the headings follows the example of the chapter heading above.
2. The text of the appendix can be any font style or size but cannot violate the margins.
3. The page numbers continue on in this section in the same location and font style and size as the rest of the thesis.
4. The appendices are numbered in alpha numerals.

## **IV. EXAMPLE PAGES AND FORMS**

(The red textboxes found within the example thesis are for instructional use only and are not intended to be in your final thesis.)



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Colorado Springs

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Electronic Thesis/Dissertation Signature and Agreement Form

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Suffix \_\_\_\_\_  
 Student ID # \_\_\_\_\_ College/Department \_\_\_\_\_  
 Non-UCCS Email Address \_\_\_\_\_ Daytime Phone # \_\_\_\_\_ Home  Office  Mobile   
 Permanent Mailing Address \_\_\_\_\_  
 Date of Defense \_\_\_\_\_ Degree \_\_\_\_\_ Date Degree will be conferred: \_\_\_\_\_

Thesis/Dissertation Title: \_\_\_\_\_

**Review and Acceptance:** The final copy of the above-mentioned thesis/dissertation has been reviewed and accepted by the student's thesis/dissertation committee. We, the undersigned, have determined that its style and format are in compliance with the UCCS Thesis/Dissertation Manual and the college/department approved style manual.

Signatures	Printed Name	Date Signed
	_____	_____
(Committee Chair)	_____	_____
	_____	_____
(Committee Member or Co-Chair)	_____	_____
	_____	_____
(Committee Member)	_____	_____
	_____	_____
(Committee Member)	_____	_____
	_____	_____
(Committee Member)	_____	_____

## Thesis/Dissertation Signature and Agreement form continued

---

### Student Agreement

I hereby certify that I have obtained and attached hereto written permission statements from the owner(s) of each third party copyrighted matter included in my thesis/dissertation allowing distribution as specified below.

I hereby grant to the Regents of the University of Colorado, on behalf of the University of Colorado Colorado Springs, a free, perpetual, irrevocable, non-exclusive, worldwide, royalty-free license to archive and make accessible, under the conditions specified below, my thesis/dissertation in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis/dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis/dissertation.

I hereby certify that the version of the thesis/dissertation submitted is the same as that approved by my advisory committee. I agree to abide by the statements in this document and agree that this Signature and Approval Form updates any and all previous Signature and Approval Forms submitted.

I agree that my thesis/dissertation may be placed in the UCCS Digital Collections with the following status:

1. Release the entire work immediately for access worldwide. (Open Access at no cost)

2. Restrict all access for a maximum of: 6 mo.  1 year  2 years   
(The time period in this section must be the same as the one on your ProQuest form).

Student Printed Name

Student Signature

Date

This document meets all the requirements of the Graduate School for electronic submission and release to the UCCS Digital Collections.

Graduate School Thesis/Dissertation Specialist

Date



**THESIS/DISSERTATION CHECKLIST  
FOR SUBMISSION TO THE GRADUATE SCHOOL**

Make sure that you have completed the below requirements prior to submission to ProQuest

- \_\_\_ Signed Signature and Agreement Form
- \_\_\_ Signed Approval of Format Form
- \_\_\_ Title page formatted as seen in the example thesis
- \_\_\_ Committee page formatted as seen in the example thesis
- \_\_\_ Abstract formatted as seen in the example thesis
- \_\_\_ Specified order and arrangement of sections
- \_\_\_ Required type size and style (10 to 12 point)
- \_\_\_ Required margins (left - 1.5", all others 1.0")
- \_\_\_ Correct placement, font size and style of all page numbers
- \_\_\_ Accurate page numbers within document and Table of Contents
- \_\_\_ Correct spacing of text, references, quotes
- \_\_\_ Consistent heading/subheading style
- \_\_\_ Consistent reference or bibliography style
- \_\_\_ Correct spelling and grammar

**THESIS ORGANIZATION QUICK REFERENCE GUIDE**

The starred items (\*) are required in every thesis; the other items are optional

- \*1. Title Page
- 2. Copyright Page - (not counted as a page for pagination purposes)
- \*3. Committee Page
- \*4. Abstract
- 5. Dedication
- 6. Acknowledgements
- \*7. Table of Contents
- \*8. List of Tables – (only required if you have tables within your document)
- \*9. List of Figures – (only required if you have figures within your document)
- 10. List of Abbreviations                      ↑ lower case Roman Numerals (e.g., i, ii, iii)
- .....
- \*11. Text – Organized in chapters           ↓ Arabic Numbers (e.g., 1, 2, 3)
- \*12. Bibliography, Selected Bibliography, or References
- 13. Appendices
- 14. Non-standard Materials

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

**COPYRIGHT PAGE**  
**\*\*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

© 2018

JANE SARAH DOE

ALL RIGHTS RESERVED

The copyright page is not given a page number nor counted in the sequence of page numbers. It is considered a supplemental page

**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  
signature lines

Thomas B. Jones, Chair

Evelyn C. Smith

Richard Johnson

The date on the  
committee page  
should be filled in  
with the most recent  
day of submission to  
ProQuest

Date \_\_\_\_\_

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

ii

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

**COMMITTEE PAGE FOR PhD  
STUDENTS**

This dissertation for the Doctor of Philosophy degree by

Jane Sarah Doe

has been approved for the

Department of Psychology

by

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

Thomas B. Jones, Chair

Use committee  
members' names only  
no titles or degrees.

Evelyn C. Smith

Richard Johnson

Anna Harrison

Sandra Morris

The date on the  
committee page  
should be filled in  
with the most recent  
day of submission to  
the Graduate School.

Date \_\_\_\_\_

Your name (including middle initial/name) should appear exactly as it does within ProQuest, the title page, and any other location.

## 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

        Data Limitations.....3

        Restrictions of database .....4

        Turnover of data entry personnel.....6

        Other Limitations .....8

        Time .....8

    Arrangement of the Thesis.....11

II. REVIEW OF THE LITERATURE .....14

    Early Researchers.....15

    Contemporary Researchers .....27

    Findings of the Study as Related to the Findings of  
    Researchers .....40

REFERENCES .....206

APPENDICES

    A. Questionnaires and Cover Letters to Subjects  
    in the Research Study.....215

    B. Raw Data.....226

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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1

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.

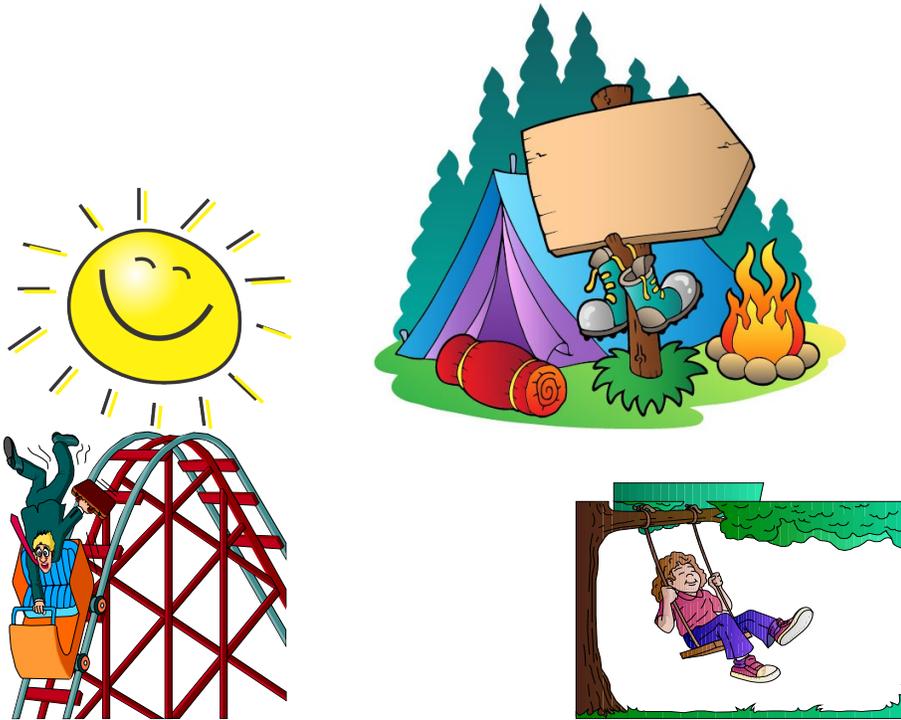


Figure names should exactly match within the text as it appears in the list of figures/tables

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)