



University Thesis Guidelines
Office of Graduate Studies

**All forms from Appendices A, B, and C are available in Microsoft Word Format
on the Graduate Studies Website.**

Date of Approval by Graduate Council: March 25, 2011

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ABOUT THESIS FORMATTING GUIDELINES

These guidelines are designed to guide students through the thesis formatting process. Suggestions are made to keep the formatting as simple as possible, while at the same time providing for some uniformity and consistency across all graduate programs at UW-L. The guidelines themselves were not formatted as a thesis should be formatted. Please follow the written guidelines and the examples in Appendix A.

Ordinarily, a seminar paper or capstone project report does not have to be approved by the director of university graduate studies. However, if the seminar paper or capstone project is deemed to be of appropriate rigor and quality and the graduate program wishes it to be archived in Murphy Library, the student must follow the same rules as they would for a thesis requiring approval from the director of university graduate studies. In such cases, the students must follow these guidelines for that seminar paper or capstone project report.

SELECTION OF THE THESIS COMMITTEE

Students should select *at least* three members to their thesis committee, but they can select more. All of the members of the committee must hold graduate faculty status at UW-L. Each student should select a faculty member from the student's department of study to serve as the chairperson of the thesis committee. A minimum of at least one more committee member must be from the student's department. It is highly encouraged that the third or fourth member of the committee be from outside the student's department.

A suggested **Thesis Committee Assignment Form** can be found in Appendix C. Your department/program may have its own required version. Be sure to check with your committee chair and/or program director to use the appropriate form. Appendix A also includes a suggested **Thesis Proposal Approval Form**, which may be used for the committee members to sign for acceptance of the thesis topic and proposed protocol. Another suggested form is **Thesis Presentation Notification** that may be used to advertise the date and place of your oral defense. Please note that at a minimum you must contact the Eagle Connection to have your oral defense date and presentation place published at least two weeks ahead of the schedule.

NOTE: Each of the forms in Appendix C is a *SUGGESTED* form only. Your department/program may have specific requirements, which should be used in place of these suggested forms.

THESIS STYLE REQUIREMENTS

Thesis style is generally discipline specific. In cases where students intend to publish (or have already published) chapters of their thesis as a manuscript, they can choose to

follow the guidelines for a particular manuscript rather than Graduate Studies Guidelines, except that citations and references shall always follow APA format. In such cases, students must provide the particular manuscript guidelines (usually available as a “Guide to Authors” page of the Journal web site or in the first or last issue of the volume) to the thesis editor at the time of submission. The information and guidelines outlined in this manual are designed to supplement/clarify style requirements. In the case of conflicts, this manual will take precedence. If a student has any questions about style, he/she should discuss it with the Thesis Chairperson.

Front Matter

The front matter of the thesis consists of the title page, signature page, abstract, acknowledgements (if desired), and table of contents, list of tables, list of figures, and list of appendices. These pages should be inserted in the order listed. These pages are numbered with lower case Roman Numerals except for the title page and signature page. The title page and the signature page should have the page number hidden. The abstract has the first visible page number (i.e. iii) and the acknowledgements and remaining pages of the front matter continue with pages iv, v, vi, vii, etc. centered at the bottom of the page.

Title Page and Signature Page

The title page and the signature page should follow the templates found in Appendix A. The page number is hidden on these two pages of the front matter. Thus, pagination starts with the abstract with a visible Roman Numeral (i.e. iii), and so on. These templates are also available as Word documents for students to modify and print to meet their specific needs and can be found at <http://www.uwlax.edu/graduate/research.htm>

Pay special attention to the signature page since errors made to this page are very time-consuming to correct after it is signed by the committee members. In addition, the official names of degrees conferred by UW-L can be found on the Office of Records and Registration website at <http://www.uwlax.edu/records/GradCat/GRAD%20Programs.htm>

Abstract

“The abstract page consists of a title portion and a summary portion. A layout of the title portion can be seen below:

<p>ABSTRACT</p> <p>Last Name, A.B. <u>Title of the thesis project</u>. MS (etc.) in [degree to be received], Month and Year of Graduation, ##pp. (Advisor’s First Initial, Last Name)</p>
--

The abstract title should be the same descriptive title used for the title of the thesis project, and it is underlined. Only the first word of the title on the abstract page is capitalized. The page count of the thesis (##pp.) includes the front matter (all pages

paginated with lower case Roman numerals) and the main text/references/appendices (all pages paginated with Arabic numerals). Thus, a thesis with seven pages of front matter (vii) and fifty-three pages of main text (53) would have a page count of sixty pages (written as “60pp.” in the title portion). The thesis advisor’s name should be listed last as seen above in the example.

The summary portion of the abstract page is a summary of the overall study, including the statement of the problem, brief description of the subject under investigation...should be a “free-standing” summary of the thesis. The first line should be left-justified (i.e.: no indent is used), and it should be single-spaced (with a double space between the title portion and the summary portion). The abstract should **not exceed 200 words**.

The abstract page is the first visibly numbered page of the front matter with a lower case Roman Numeral “iii”. (The first two pages, the title page and signature page, have their page numbers hidden).

Acknowledgements

An acknowledgements page is optional. Its heading should be centered and in all capital letters. Between the heading and the text should be a double space. The text should be double-spaced, and indents should be used at the beginning of each paragraph. The function of this page is to recognize those who gave the student special assistance and/or to give recognition to entities who may have provided funding for the student’s work.

Table of Contents

The Table of Contents should contain the Major and Minor Headings of each Chapter/Section. It should be double spaced between entries and have a dotted line connecting the heading and the page number. The PAGE numbers should be right-justified. The following are instructions for inserting a Table of Contents in Word:

1. Select the “References” tab

2. Click on the Table of Contents Tab

3. Select “insert Table of Contents” (the box that pops up has options for the justification)

4. Select “Options” and “Modify” to adjust fonts, style, etc.

TABLE OF CONTENTS	
	PAGE
LIST OF TABLES.....	iv
LIST OF APPENDICES.....	v
INTRODUCTION.....	1
MATERIALS AND METHODS.....	5
Participants.....	7
Procedures.....	8
Statistical Analysis.....	10
RESULTS.....	14
DISCUSSION.....	18
REFERENCES.....	24
APPENDICES.....	27

An example of the Table of Contents is shown at right.

List of Tables and Figures and Appendices

A List of Tables, List of Figures, and List of Appendices will be provided after the Table of Contents if 3 or more of each of the tables, figures, or appendices are included in the thesis. (If there are less than 3 tables, for example, they are included within the table of contents and not on a separate page.) Each entry will be double spaced with a dotted line connecting the heading and the page number. Each entry should contain the number of the table/figure/appendix and the title. This should be structured the same as the Table of Contents. In the case of a lengthy table or figure title, the title may be shortened in the List of Tables or List of Figures to the first common point of punctuation (such as a comma, semicolon or colon). An example of the List of Tables is shown below.

LIST OF TABLES	
TABLE	PAGE
1. Demographic Information of Online and Traditional Students.....	10
2. Course Performance of Online and Traditional Students.....	10
3. Satisfaction Information of Online and Traditional Courses.....	12
4. Perceptions of Online Students.....	14

Margins

The margins on the top, bottom and right should be 1 in. (2.54 cm). The left side margin needs to be 1.5 in. (3.81 cm). to allow for the binding. The first page of text (usually the first page of the Introduction) should have a 2 in. (5.08 cm) top margin. In a chapter style thesis, each chapter title should be placed 2 in. (5.08 cm) from the top of the page. With the exception of headings and the beginning of new paragraphs, all text should be aligned on the left side of the page. These margins must be maintained for tables, illustrative material, references, and all appendices.

Justification

The left margin of all text must be justified. A one tab indent is used at the beginning of each new paragraph. The right margin should not be justified.

Spacing

All text should be double-spaced with very few exceptions. Hypotheses, if used, are blocked and single-spaced. Exceptionally lengthy quotes and footnotes can be single-

spaced. In addition, the abstract is single-spaced. References are single-spaced with double-spacing between entries.

Pagination

The thesis is paginated with Roman numerals for the front matter (i.e.: title page, signature page, abstract, acknowledgements, table of content, list of tables, list of figures, and list of appendices); however, the title page and signature page have the page numbers hidden. So the first numbered page is the abstract as iii and so on (i.e.: iv, v, vi, vii, etc.). The main text and appendices are paginated with Arabic numerals (1,2, 3...) with page one (1) being the Introduction/Chapter I page. The page numbers are also hidden on the appendix title pages (Appendix A, Appendix B, etc.). All page numbers should be centered, 0.5 in. or 1.25 cm. from the bottom of the page.

Levels of Headings

Main section headings [CHAPTER I and INTRODUCTION (for a chapter-style thesis) or INTRODUCTION (for a manuscript-style)] should be printed in ALL CAPITAL LETTERS, centered, boldface, and 2 in. (5.08 cm) from the top of a new page. In the case of a chapter-style thesis, CHAPTER I is first and the chapter name (INTRODUCTION) is centered two lines below. There should be a double-space after these headings, and then the text should begin (with an indent). See below for an example of all the levels of headings. The main headings (and all subheadings) are listed in the table of contents.

The first level of subheading is a centered, boldface, uppercase and lowercase heading. The first letter of each main word is capitalized. There should be a double-space before and after this level of subheading. This level of subheading must be listed in the table of contents.

The second level (subheading) is a flush left, boldface, uppercase and lowercase heading. The first letter of each main word is capitalized. There should be a double-space before and after this level of subheading. This level should be listed in the table of contents.

The third level (subheading) is an indented, boldface, lowercase paragraph heading ending with a period. Only the first letter of the first word is capitalized. A double-space should exist before this heading, and the text should begin immediately after the period on the same line as this heading. This level should be included in the table of contents.

The fourth level (subheading) is an indented, boldface, italicized, lowercase paragraph heading ending with a period. Only the first letter of the first word is capitalized. There should be a double-space before this heading, and text begins after the period on the same line as this heading. These headings are also listed in the table of contents.

Examples are:

MAIN SECTION HEADINGS

First Level of Subheadings (APA 6th edition Level 1)

Second Level of Subheadings (APA Level 2)

Third level of subheadings, if needed. Followed directly by text (APA Level 3)

Fourth level of subheadings, if needed. Followed directly by text (APA Level 4)

Headings or subheadings beginning at the bottom of a page require at least two lines of text after the heading and two lines at the top of the following page.

Type Face & Quality

The selection of font and type size affects the overall appearance of the document. It is highly recommended that you adhere to a 12-point font in Times New Roman, and use the same font throughout the manuscript. A smaller, though no smaller than 10 point font may be used for items such as tables/figures and footnotes. The final copy should be of sufficient quality to maintain consistently clear and dense characters. The use of bold characters is only allowed for main section headings and subheadings and should not be used in the body of the text or in the front matter (title page, signature page, abstract, acknowledgements, table of contents, or lists of tables/figures/appendices) . A student may use italics to denote significant emphasis on special words within the body of the text.

Quotations

Blocked quotations are used with long quotations of 40 words or more. They are placed in a freestanding block without quotation marks. The blocked text begins on a new line and the entire block is indented ½ in. (1.27 cm or 5 spaces). The original paragraphing should be retained and the author, year, and specific page number(s) should be listed.

Tables

Tables communicate important information to the reader and should be composed in such a way that they enhance the understanding of the projects and/or the results. Tables should stand alone and be referenced and explained within the text, but information should not be duplicated in both. A table should appear as close as possible to the text in which it was discussed, usually no farther away than the following page. Multiple tables can be placed on the same page if space allows.

The title of the table includes an Arabic numeral and a descriptive title. The title should be in the same font and size as the rest of the text. The title is followed by a double space before the table is inserted. All text in the table should be readable (no smaller than 10 pt) and in the same font as the text. The table should be followed by a double space before text or another table. If there are less than three tables in your thesis, they should be listed individually in the table of contents and no List of Tables page is needed. If there are 3 or more tables then a list of tables should be included. If tables are included in the appendix they should also appear in the List of Tables, and the enumeration of the tables should continue from those listed in the text. Long tables may be placed on more than one page. Oversized tables may also be placed in landscape format. In landscape format, the right side should be the bottom of the table. In this orientation, the proper page margins and page numbers must be adhered to as if the table was in a portrait orientation. The individual program manuals have different requirements for tables. Be sure to follow the specifications of the manual for your area of study. An example of a table is given below.

Table 1. Demographic Information of Online and Traditional Students

	Online	Traditional
Age*	21.94 ± 7.62	18.47 ± 0.61
Gender	Male = 5, Female = 13	Male = 6, Female = 13
Year in School* #	2.35 ± 0.86	1.16 ± 0.50
On-Campus Housing	55.6%	84.2%
Employment Status*	Part Time: 72.2%	Part Time: 36.8%
	Not Employed: 22.2%	Not Employed: 63.2%
	Full Time: 5.6%	Full Time: 0%

*Reached 0.05 level of significance

#Scale: 1 = Freshman, 2 = Sophomore, 3 = Junior, 4 = Senior

Figures

Any diagram, graph, chart, map, photograph, or other type of illustration is designated as a figure. Figures follow many of the same guidelines as tables. Figures are especially effective in demonstrating interaction effects or nonlinear relationships to the reader.

All figures should be incorporated into the text of the document and should be placed as close as possible to the related discussion but no farther than the following page. Figure titles should be placed outside of the figure, a double space below the figure. They should be numbered consecutively in Arabic numerals (“Figure 1.”, “Figure 2.” etc.). Any figures placed in the appendix should continue the sequence and be included in the List

of Figures. The same rules apply for figures as for tables: If less than three, list them in the table of contents. If you have three or more you must include a List of Figures page.

Multiple figures may be placed on the same page if the titles can be placed in their proper position and if adequate space can be maintained between figures. A double space is required between any figure information and the body of the text. Figures placed in a landscape orientation should have the bottom of the figure on the right side of the page and allow proper margins all the way around it. The figure title should be oriented with the figure. The page number should be in the usual position as if the figure was in a portrait orientation.

The title of the figure should be in the same font and size as the rest of the text. Any text in the figure should be readable (no smaller than 10 pt) and in the same font as the rest of the text. Use color with caution, since many colors do not reproduce well. Use of gray scale for images is recommended if the figure can be adequately represented. The use of cross-hatching and broken lines to denote differences are suggested. An example of a figure and how it should be labeled can be seen below.

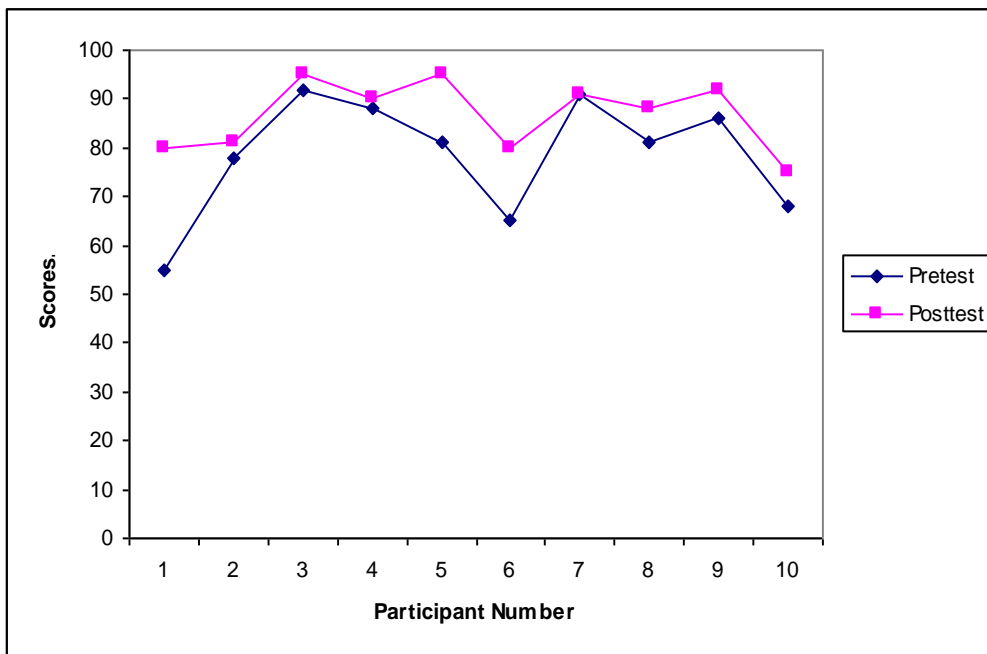


Figure 1. Pretest and Posttest Score on Test of Concentration

Citations

References should be cited within the text according to either the target journals specifications of APA or IEEE guidelines. Typical styles include the author-date method (ex. Block, 2006 or Block et al. 2004)) and the numbering method (ex. (1), (2), (3) or ¹, ², ³ etc.).

References

All references cited in the text, including those in tables, figures, and abstract and other non-text sections must be listed at the end of the text, before the appendices. Reference format should follow APA style. A separate title page is not included prior to the listing of References.

The word “**REFERENCES**” should be 2 in. (5.08 cm) from the top of the page (all caps, centered, and bold, same as a Main Section type heading) followed by a list of all references cited in the manuscript. Only references that were actually cited in the document may appear in the list. There will be one reference page for the manuscript section and another separate reference page for any appendix material (i.e., Literature Review). All references should be single-spaced within the reference and double-spaced between the references. Note: the DOI (digital object identifier) for an article is typically found on the first page of the electronic journal article, near the copyright notice and/or on the database landing page for the article. Examples of references from APA are listed below.

APA Examples:

Journal Article:

Thompson, B.A. (2000). Choice and the consequences of choosing. *The Journal of Life Changes*, 126, 910-924.

Journal Article Retrieved from the Web with DOI:

Herbst-Damm, K. L., & Kulik, J.A. (2005). Volunteer support , marital status , and the survival times of terminally ill patients. *Healthy Psychology*, 24, 225-229. doi: 10.1037/0278-6133.24.2.225

Journal Article When the DOI is Not Available:

Sillick, T.J., & Schutte, N.S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

Online Article Retrieved from a Database:

Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. *Monitor on Psychology*, 39(6). Retrieved from <http://www.apa.org/monitor/>

Unpublished Thesis or Other Manuscript: Florsheim, P. (2008). *Mental health help-seeking in ethnic minority populations: A theoretical perspective* (Unpublished master's thesis). Washington University, St. Louis, MO.

Book:

Helgeson, T.P., & Saldana, Z.A. (2006). *Veterinary medicine and the animals we care for*. New York: McGraw-Hill.

Appendices

Appendices should follow the Reference section and are used to present information that is not critical to the study or that will be of interest only to some readers. Appendices commonly include items such as informed consent forms, extra methodological information, surveys, and the review of literature. These items may or may not be referenced in the text. Appendices are labeled with capital letters (A, B, C etc.), according to the order they are referred to in the document. If the work has less than 3 appendices, the title of each is included under the heading of Appendices at the bottom of the table of contents. If the thesis has 3 or more appendices, a separate list of appendices should follow the list of figures. The individual program manuals have different requirements. Be sure to follow the specifications of the manual for your area of study.

Each appendix should be preceded by an appendix title page. This is a mostly blank page with only the following text on it:

APPENDIX X

TITLE OF APPENDIX X

The above text is centered left to right and vertically on the page (in all caps). The page numbers are visible on the appendices pages, but they are hidden on the appendix *title* pages.

Paper, Quality of Copy, and Reproduction

Manuscripts submitted for binding are to be word-processed on 8 ½ inch by 11 inch white bond paper, non-erasable, at least 20-pound stock, and at least 25% cotton fiber content. Print from a laser or ink jet printer is acceptable for a final copy of the thesis. Final print quality for submission must be produced in high letter quality. Extra copies may be printed using paper of lesser weight.

Editing

Once a thesis has been defended, all suggested changes have been corrected, and all committee members have signed the oral defense approval form, the thesis is submitted to the Office of Graduate Studies for approval. The Editor Communication Record Form, found in Appendix A must be filled out and turned in to 220 Morris Hall (Office of Graduate Studies) along with a copy of the thesis. An electronic version of this document, in which an individual may type in their information and print, can be found on the Graduate Studies website. This copy of the thesis may be turned in on normal printing paper, with the exception of the signature page, which must be on high quality paper as discussed above.

If the thesis has been written using the format of a target journal for publication, the student must submit their thesis with a copy of the (1) Instructions to Authors for that journal, and (2) at least one reprint of a recent article from that journal (if possible, it would be preferable to have an entire issue of the journal). *Even if the thesis was written following the guidelines of a target journal for publication, the formatting guidelines of this document must be followed for the title page, signature page, acknowledgments, table of contents, list of tables, list of figures, and appendices.*

An editor further reviews all theses received in good order in the Office of the Graduate Office. The editor is responsible to double check that all formatting guidelines have been followed, and not to check for punctuation and grammar. Indeed, the student is responsible for adhering to the formatting guidelines as well as to have the thesis proofread for spelling mistakes, punctuation and grammar etc., before submitting it to the Office of Graduate Studies. The editor reviews submitted theses that they conform to the guidelines set forth by the target journal, those in this document, and any additional guidelines that a specific college/program may have provided. The editor may contact the student and/or advisor directly about the revisions, if needed, or may prefer to communicate via the Office of Graduate Studies.

When the thesis is deemed acceptable by the editor, the Associate Vice Chancellor will (1) approve and sign the signature page and (2) the Office of Graduate Studies will contact the student via an email stating that the thesis has received final approval.

Thesis Binding and Mailing

When a thesis is complete and duly signed in the Office of Graduate Studies, it needs to be sent for binding. Two copies are *required* to be bound (more may be made for additional committee members, family, etc.): one original for Murphy Library (one electronic PDF file for the library) and another copy for the thesis advisor. As stated earlier, the student must provide the original (with the signature sheet) copy, which is printed on at least 20 pound, 25% cotton fiber paper. The other copies may be printed on a standard quality paper. The student is also responsible for paying the binding fee (see Procedures for Thesis and other Document Binding website) at the Cashier's Office (Main Hall 121), and getting a receipt, which should be available when the thesis copies are turned into the Office of Graduate Studies. Each copy of the thesis should be placed in a 10 X 13 manila envelope with a binding form taped to each.

A mailing form must also be completed and submitted to 220 Morris Hall. The Office of Graduate Studies will send the thesis to on-campus individuals listed on the mailing form as a courtesy to students. In addition, the Office will mail (via postal services) one copy to the student free of charge. A student wanting additional copies mailed must make an additional deposit at the Cashier's Office to cover postage and handling (see Procedures for Thesis and other Document website). The binding form and mailing form are provided in Appendix B of this document. They may also be found on the website listed below. For complete binding instructions please see: [Procedures for Thesis and other Document Binding](#)

APPENDIX A: REQUIRED FORMS

TITLE PAGE

SIGNATURE PAGE

EDITOR COMMUNICATION RECORD FORM

***ALL FORMS IN APPENDIX A ARE REQUIRED BY THE OFFICE OF
GRADUATE STUDIES***

***REMOVE or REPLACE ALL RED TEXT AND REMINDER BOXES
BEFORE PRINTING FORMS!***

UNIVERSITY OF WISCONSIN-LA CROSSE

Graduate Studies

**TITLE IS UPPERCASE AND CENTERED AND IF A SECOND LINE, IT IS
DOUBLE-SPACED IN REVERSE PYRAMID FORM**

A [Manuscript or Chapter] Style Thesis Submitted in Partial Fulfillment of the
Requirements for the Degree of [Insert Title]

Student's Name

College of [College Name]
[Clinical Area/Concentration, if applicable]

Month (May, August, or December), Year

The text boxes are guidelines; delete all of these before printing!

1 inch top and right margins

TITLE IS UPPERCASE AND CENTERED AND IF A SECOND LINE, IT IS DOUBLE-SPACED IN REVERSE PYRAMID FORM



1 1/2 inch left margin

By Student Name

We recommend acceptance of this thesis in partial fulfillment of the candidate's requirements for the degree of [Insert Degree and Specialty Area]

Use the official degree title

The candidate has completed the oral defense of the thesis.

Hardy Bellflinger, Ph.D.
Thesis Committee Chairperson

Date

Windy Meadows, M.D.
Thesis Committee Member

Date

Marty Mambo, M.F.A.
Thesis Committee Member

Date

Double-check for spelling accuracy of people's names and titles

Add additional names of committee members as needed

Thesis accepted

Robert H. Hoar, Ph.D.
Associate Vice Chancellor for Academic Affairs

Date

1 inch bottom margin



OFFICE OF UNIVERSITY GRADUATE STUDIES
University of Wisconsin – La Crosse

EDITOR COMMUNICATION RECORD FORM

NOTE: THIS FORM MUST BE COMPLETED AND SUBMITTED BY THE STUDENT WHEN A THESIS (OR OTHER CULMINATING PROJECT REPORT) IS SUBMITTED TO THE OFFICE OF UNIVERSITY GRADUATE STUDIES FOR EDITING AND APPROVAL

Student's Name:

Home Phone:

Complete Local Address:

Work/Temporary Phone:

City, State Zip

E-mail:

Academic Department

Graduate Program:

Title:

Director or Advisor:

1. Did you receive a Graduate Student Research, Service and Education Leadership Grant? _____ yes _____ no (if yes, see question 2)
2. If yes, have you submitted the Final Report? _____yes _____no
***if the answer is no, a final report must be submitted at least two weeks prior to graduation, otherwise graduation may be delayed.

For editor use only.

This thesis has been reviewed and conforms to the guidelines of the _____

_____ program within the College of _____

and University Thesis Guidelines. _____

Editor

Date

For Office of Graduate Studies use only.

Date sent to the editor _____ Date received from the editor _____

Date memorandum sent to the student _____

Date grant report received (if applicable) _____

APPENDIX B: REQUIRED BINDING FORMS

Binding Form

Mailing Form

Both forms available at: <http://www.uwlax.edu/Graduate/binding.htm>

**UNIVERSITY OF WISCONSIN-LA CROSSE
OFFICE OF UNIVERSITY GRADUATE STUDIES**

BINDING FORM

Complete one copy of this form for each thesis to be bound and tape a form to each manila envelope containing a single copy of your document.

Total number of copies submitted for binding: _____

Original document enclosed in this envelope _____

OR

Copy of document enclosed in this envelope _____

Printing on Spine (exact and complete thesis title):

BY

Student's Name _____
(First) (Initial, if used) (Last)

Graduation Month _____ Year _____
(December, May, or August)

Signature of Student

Date

NOTE: A MINIMUM OF TWO BOUND COPIES IS REQUIRED: ONE BOUND COPY GOES TO MURPHY LIBRARY (ONE ELECTRONIC COPY TO MURPHY LIBRARY), AND ONE IS PRESENTED TO THE THESIS ADVISOR.

THESE ARE **OPTIONAL** FORMS ONLY...GRADUATE PROGRAMS
MAY REQUIRE THEIR OWN SPECIFIC FORM.... CHECK WITH
YOUR THESIS ADVISOR AND/OR PROGRAM

APPENDIX C: OPTIONAL FORMS

THESIS COMMITTEE ASSIGNMENT FORM

THESIS PROPOSAL APPROVAL FORM

THESIS PRESENTATION NOTIFICATION

UNIVERSITY OF WISCONSIN – LA CROSSE
College of [fill in College Name]
[Fill in Department of _____ or Program]

THESIS COMMITTEE REQUEST FORM

Student's Name Student ID Number

Graduate Program Phone

Current Mailing Address City State Zip

Tentative Thesis Title:

The following individuals have agreed to participate as members of my thesis committee:

Signature of Thesis Chairperson Department Date

Signature of Committee Member Department Date

Signature of Committee Member Department Date

Signature of Committee Member Department Date

Graduate Program Director Department Date

UNIVERSITY OF WISCONSIN – LA CROSSE
College of [fill in College Name]
[Fill in: Department of _____ or Program]

THESIS PROPOSAL APPROVAL FORM

Student's Name

Thesis topic:

Proposed protocol:

Thesis topic and protocol accepted

Thesis Chair

Date

Thesis Committee Member

Date

Thesis Committee Member

Date

Thesis Committee Member

Date

UNIVERSITY OF WISCONSIN – LA CROSSE
College of [fill in College Name]
[Fill in: Department of _____ or Program]

THESIS PRESENTATION NOTIFICATION

Student's Name

ID Number

Department

Thesis Title: _____

Defense Date: _____

Time: _____

Place: _____

Thesis Advisor's Name

E-mail: Office of Graduate Studies (gradstudies@uwlax.edu)

E-mail: Program Director

HOW SHOULD THE UNIVERSITY THESIS GUIDELINES BE USED BY STUDENTS AND ADVISORS?

The University Thesis Guidelines describe the design, arrangement, and appearance of theses at UW-L. All departments at this university use these Guidelines as a standard for graduate theses, and the university editor will use them to assess each completed thesis in order to determine if it can be approved by the university, or if it needs further development. The University Thesis Guidelines contain the only requirements for style and format that a student will need, although a more detailed guide to APA style citation and reference (available online and in print) may also be useful.

Some students, in conjunction with their advisors, may decide to publish their theses in a target journal within their discipline. In this case, the author guidelines or style sheet of that publication may be used in place of the University Thesis Guidelines, although there are some elements that must remain in the university's style, as specified in the Guidelines. If a student chooses the format of a target publication, the student must include a sample article and the author guidelines from that publication when submitting the thesis for the editor's approval.

When an advisor suggests format changes and standards for a thesis that conflict with the University Thesis Guidelines, the student and advisor are encouraged to contact the Office of Graduate Studies to determine which standard is correct.

Why do the University, the Office of Graduate Studies, and the Thesis Editor place so much importance on what may seem to be tedious or miniscule details of format? For a number of reasons. First, the University holds an attitude common in academia: attention to detail in format is often an indication of disciplined scholarship in research and inquiry. Careless errors in format may reflect poorly on the quality of methods used and conclusions drawn by the writer. Additionally, scholarly publications desire uniformity of style and organization to allow readers to locate information efficiently and to compare articles on similar subjects; the University Thesis Guidelines are meant to foster this same consistency and ease of access in the diverse theses written at this institution.

Finally, all students' theses will be archived in the university library, and future students may use them as scholarly references and as examples of how to format their own theses. For this reason, among many others, every thesis must embody the standards of format, style, and organization described in the University Thesis Guidelines.

COMMON THESIS ERRORS

There are a number of common errors that many thesis drafts at this university demonstrate. This list of errors might serve as a final checklist for authors to consider before submitting their theses to the Office of Graduate Studies for approval.

- The signature page(s) that are supplied with the first draft of a thesis are retained throughout the thesis correction process; no additional copies are required with each corrected draft of the thesis.
- The page count in the abstract must include the front matter, not just the main text. Ex: vii + 54 =61pp. Incorrect page counts are among the most common errors encountered.
- The abstract is thesis page iii, after the title and signature pages, but it is the first page on which a page number is printed. The Acknowledgements, Table of Contents, and Lists of Tables, Figures, and Appendices follow.
- Page headings in the front matter should not appear in bold text, but they should appear in all capital letters.
- Designations and page numbers given in the Table of Contents must match the text of the thesis. This should be one of the last elements revised, because even minor changes to the text can affect the page layout.
- Headings and subheadings must match the modified APA system explained and illustrated in the Guidelines. Incorrect headings and subheadings are among the most common thesis errors.
- The first heading in the main text of a manuscript thesis, the first heading in each chapter of a chapter-style thesis, and the heading on each reference list should be positioned two inches (2") from the top of the page.
- The left hand margin must be 1.5 inches (1 ½ ") throughout the text for binding purposes. Changes to margins often affect the page count and page sequence of the thesis.
- All major and minor subheadings should appear in the Table of Contents.
- In APA reference format, journal titles, book titles, and volume numbers of journals are italicized, but issue numbers are not. Article and book titles are not capitalized, but journal titles are. When in doubt, consult a handbook that includes APA reference style.
- Although included in the page count and the page sequence, the title pages of appendices should not have a page number printed on them.