



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 3, 2006

Table of Contents

	PAGE
About Thesis Formatting Guidelines.....	4
Selection of Thesis Committee.....	4
Thesis Style Requirements.....	4
1. Front Matter.....	5
1.1 Title Page and Signature Page.....	5
1.2 Abstract.....	5
1.3 Table of Contents.....	5
1.4 List of Tables and Figures.....	6
2. Margins.....	6
3. Justification.....	7
4. Spacing.....	7
5. Pagination.....	7
6. Headings and Subheadings.....	7
7. Type face and Quality.....	8
8. Quotations.....	8
9. Tables.....	8
10. Figures.....	9
11. Citations.....	10
12. References.....	10
13. Appendices.....	11
14. Paper, Quality of Copy, and Reproduction.....	12
15. Editing.....	12

16. Binding and Mailing13

Appendices

A. (Optional; The program may have other specific forms).....14

1. Thesis Committee Request Form.....15

2. Thesis Proposal Approval Form.....16

3. Thesis Presentation Notice.....17

B. (Required forms).....18

1. Title Page.....19

2. Signature Page.....20

3. Editor Communication Record Form.....21

C. (Required binding forms).....22

1. Binding Form.....23

2. Mailing Form.....24

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. 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

The student should select a faculty member to serve as the Chairperson of the Thesis Committee. The Chairperson should be an individual with a “full” graduate faculty status from the students’ department of study. The Committee will consist of *at least* three members who have graduate faculty status. A minimum of two committee members, including the Chairperson, must be from your department. It is highly encouraged that the third or fourth member of the committee be from outside the department. All members of the thesis committee must hold graduate faculty status at UW-L.

A suggested **Thesis Committee Assignment Form** can be found in Appendix A. 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 Acceptance 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 A 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. All but one graduate program at UW-L use APA style. The Software Engineering uses IEEE style. When the theses or other culminating projects are to be published in a targeted journal, the specifications of that target journal take precedence over the other style guidelines. 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.

1. 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, and list of figures. These pages should be inserted in the order listed. These pages are numbered with lower case Roman Numerals (e.g. i, ii, iii, etc.), and centered at the bottom of the page.

1.1 Title Page and Signature Page: The title page and the signature page should follow the templates found in Appendix B. These templates are also available as Word documents for students to modify and print to meet their specific needs.

1.2 Abstract: The abstract title should be the same descriptive title used for title of the thesis project. Only the first word of the title on the abstract page is capitalized. The thesis advisor's name should be listed in the line below the Title.

The abstract is a summary of the overall study, including the statement of the problem, brief description of the subject under investigation, important methods or procedures used in the project, data analyses employed, principal results and conclusions. The abstract should be a "free-standing" summary of the thesis.

The abstract page is the first numbered page of the front matter with lower case Roman numeral (unless used as the first page). The first line should be left justified (i.e. no indent should be used). The abstract should **not exceed 200 words**. A layout for the title portion of an abstract can be seen below.

ABSTRACT

Last Name, A.B. Title of the thesis project. MS (etc.) in [degree to be received],
Month and Year of Graduation, ##pp. (Advisor's Initial. Last Name)

1.3 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. An example of the Table of Contents is shown below.

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

1.4 List of Tables and Figures: A List of Tables and List of Figures will be provided after the Table of Contents if tables and figures are included in the thesis. 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 and the title. This should be structured the same as the Table of Contents. 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

2. Margins

The margins on the top, bottom and right should be 1 inch. The left side margin needs to be 1-½ inches to allow for the binding. The first page of text (usually the first page of the Introduction) should have a 2” top margin. In a chapter style thesis, each chapter title should be placed 2 inches from the top of the page. With the exception of headings, 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.

3. Justification

The left margin of all text must be justified. A one tab indent (5 spaces) is used at the beginning of each new paragraph. The right margin should not be justified.

4. Spacing

All text should be double-spaced with very few exceptions. The number of spaces between the Chapter Heading and the Title of the Chapter or body of the text may be either double or quadruple-spaced. Hypotheses, if used, are blocked and single-spaced. Exceptionally lengthy quotes and footnotes can be single-spaced. References are single-spaced with double-spacing between entries.

5. Pagination

All pages are numbered in consecutive order with the **exception** of the Title page and Signature page, but they are still used in the overall count. The front matter (i.e., the title page, signature page, abstract, table of contents, list of tables and figures etc.) are counted and numbered with lower case Roman numerals. The body of the thesis begins with page numbers using Arabic numerals (1, 2, 3...) with page one (1) being the Introduction/Chapter I page. All page numbers should be centered, 0.5 inches from the bottom of the page.

6. Headings and Subheadings

Style guidelines are somewhat modified (from APA, IEEE, etc.) in the assignment of headings. Chapter designations (CHAPTER I, etc.) should be considered an APA level 5 heading and should be printed in CAPITAL LETTERS, centered, bolded, and 2 inches from the top of a new page. The name of the Chapter (e.g., LITERATURE REVIEW) should also be considered a level 5 heading and is placed 2 lines below the Chapter heading, formatted the same. The remainder of the chapter would normally include headings in APA levels 1 and 3 (and possibly level 4).

Any side headings should be left justified. The first letter of the main words is capitalized (level 3 heading). Side headings should be bolded. There is no period at the end of the side headings. A double space should follow each side heading. The side headings should be included in the table of contents.

Paragraph headings are indented and only the first letter of the first word is capitalized. Bold lettering should be used or the heading may be underlined. In this case there is a period at the end of the heading. Text begins on the same line as the paragraph heading. These headings are also listed in the table of contents. (Level 4 heading)

Examples are:

CHAPTER DESIGNATION AND CHAPTER TITLES (APA Level 5)

First Level of Subheadings (APA Level 1)

Second Level of Subheadings (APA Level 3)

Third 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.

7. 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 headings and should not be used in the body of the text. A student may use italics to denote significant emphasis on special words.

8. 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 is indented 5 spaces. The entire quotation should be single spaced. The original paragraphing should be retained and the author, year, and specific page number(s) should be listed.

9. 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 of 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

10. 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 other text. Since grayscales (i.e., shading) and colors in figures do not reproduce well, 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.

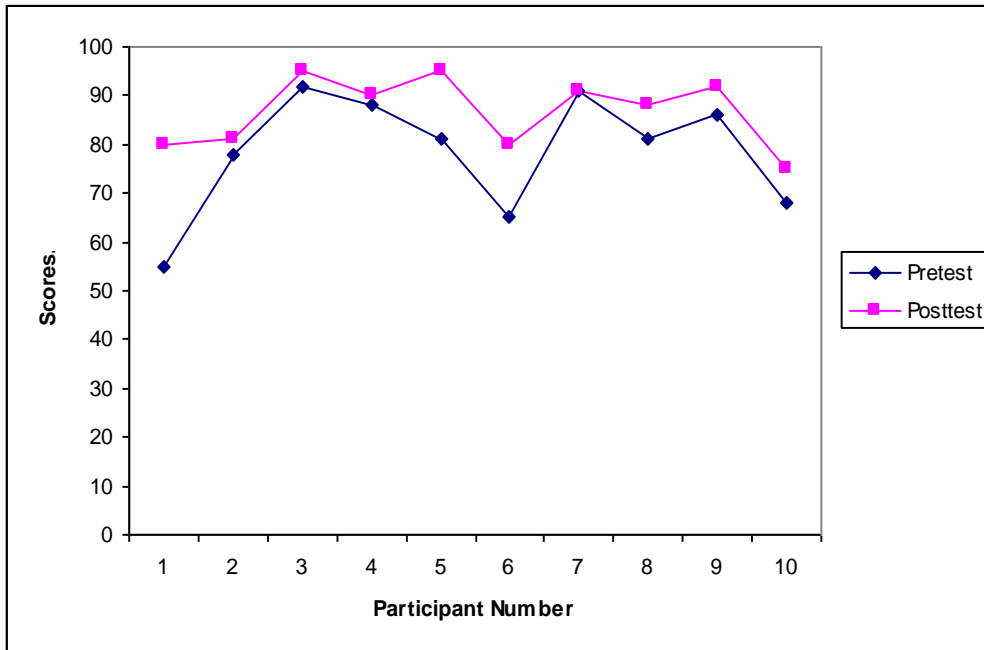


Figure 1. Pretest and Posttest Score on Test of Concentration

11. 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.).

12. 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 the guidelines of the selected style (APA, IEEE, or target journal). A separate title page is not included prior to the listing of References.

The word “**REFERENCES**” should be centered 2 inches from the top of the page (all caps and bolded, as a Level 5 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. Examples of references from both APA and IEEE are listed below. However, be sure to check your style manual (or target journal) to be sure that referencing is done correctly.

APA Examples:

From Periodical:

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

From Book:

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

IEEE Examples:

From Periodical:

Block, A. and Ross, D., "How to write a high quality thesis paper," *Writing for the Technical Student*, vol. 55, pp. 717-785, 2004.

From Book:

Dohlman, D., *Theory of the Freshman Fifteen*. Seattle: Van Nostrand Reinhold Co., 2006.

13. 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 in the table of contents under the heading of Appendices. If the thesis has 3 or more appendices, a separate list of appendices should follow the table of contents.

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 (all caps). No page number is typed on the page although it is included in the final count.

14. 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.

15. 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 Thesis Revision Communication Record Form, found in Appendix B must be filled out and turned in to 145 Graff Main Hall (Office of Graduate Studies) along with a copy of the thesis. A webform 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.*

All theses received in good order in the Office of the Graduate Office are further reviewed by an editor. 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 director of University Graduate Studies 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.

16. 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. Three copies are *required* to be bound (more may be made for additional committee members, family, etc.), one original for Murphy Library, an additional copy for Murphy 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 (currently \$15/copy) 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 and a binding form be taped to each.

A mailing form must also be completed and submitted to 145 Graff Main 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 deposit \$5/copy at the Cashier's Office to cover postage and handling. The binding form and mailing form are provided in Appendix C 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](#)

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

APPENDIX A

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

NOTE: Faculty member serving on the Thesis Committee must hold graduate faculty status at UW-L

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 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: Eagle Connection

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

E-mail: Program Director

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

APPENDIX B

TITLE PAGE

SIGNATURE PAGE

EDITOR COMMUNICATION RECORD FORM

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]

Month (May, August, or December), Year

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

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]

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

NOTE: Additional names of committee members may be added, as needed.

Thesis accepted

Vijendra K. Agarwal, Ph.D.
Associate Vice Chancellor for Academic Affairs

Date

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) _____

REQUIRED FOR BINDING

APPENDIX C

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 THREE BOUND COPIES IS REQUIRED: TWO COPIES GO TO MURPHY LIBRARY, AND ONE IS PRESENTED TO THE THESIS DIRECTOR.

OFFICE OF UNIVERSITY GRADUATE STUDIES
MAILING FORM FOR BOUND COPIES

Student's Name: _____
Last First Middle Initial

Permanent Mailing Address: _____
Number and Street

_____ City State Zip Phone

College of: _____ Department/Program: _____

Month and Year of Graduation: _____

Thesis/Project Director/Chair: _____ Department: _____

Title: _____

DISTRIBUTION OF COPIES: (Original and 1 copy to Murphy Library; 1 copy to Thesis Director; other copies as required or requested).

Name	Number of Copies	Address, City, State, Zip and Phone

\$15/copy x _____ copies to be bound: \$ _____

\$5/copy x _____ copies to be mailed: \$ _____

*Note: one copy will be mailed to the student without charge.

Total Paid to the Business Office: \$ _____

Business Office Receipt Number: _____ Date: _____

(Attach a copy of the receipt)

Signature of Student Date