



# 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.**

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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><b>ABSTRACT</b></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. An example of Table of Contents is shown below. 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

## 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 6<sup>th</sup> 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.

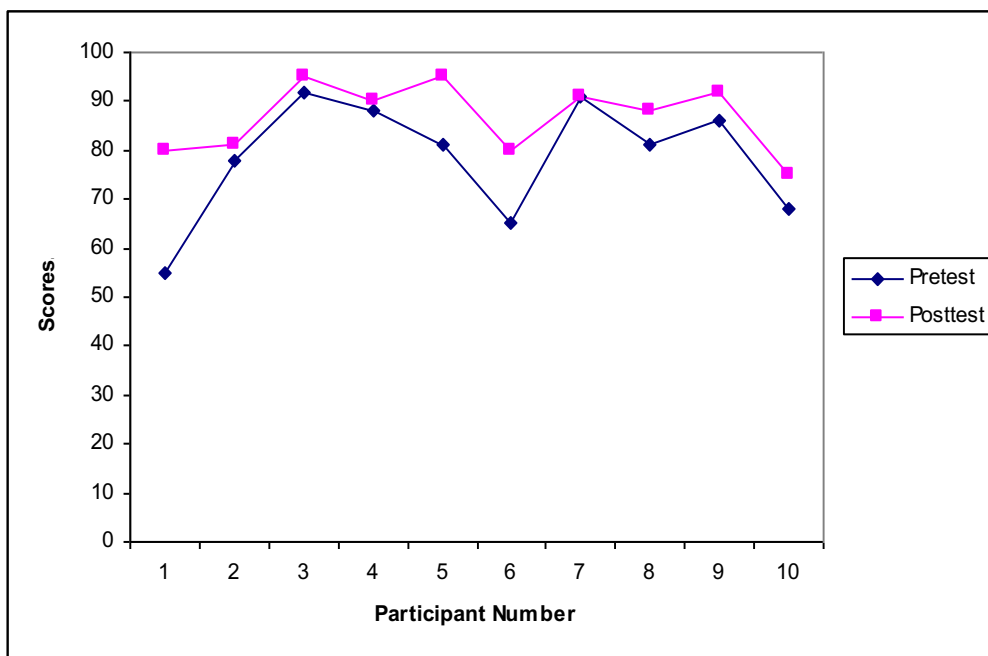


Figure 1. Pretest and Posttest Score on Test of Concentration

### 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 <sup>1</sup>, <sup>2</sup>, <sup>3</sup> 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 signature form (printed on high quality paper as discussed above), the student should do a final review of the document using the Common Thesis Errors checklist (Appendix D). Failure to complete this step may result in significant delays in the editing timeline and may result in failure to meet the completion deadline for a particular semester.

Once this step is completed, an electronic copy (in word doc form) is submitted to the Office of Graduate Studies via email ([gradstudies@uwlax.edu](mailto:gradstudies@uwlax.edu)) for final editor review and approvals. Additionally, the Thesis Processing Form (see Appendix B; downloadable

version available on the Graduate Studies website) must be completed and submitted to the Graduate Studies Office (223 Graff Main Hall). The original completed signature page/s should also be submitted to Graduate Studies at this time.

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 the target journal, and (2) at least one reprint of a recent article from the target journal (it is preferable to submit an entire issue of the journal). These reference documents may be submitted electronically to [gradstudies@uwlax.edu](mailto:gradstudies@uwlax.edu). *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.*

The Thesis Editor reviews any thesis received in good order in the Office of Graduate Studies. The editor provides confirmation that all formatting guidelines (i.e., university thesis guidelines, target journal guidelines, specific college/program guidelines) have been followed. However, the editor will not review punctuation, grammar, or content. It is the student's responsibility to ensure adherence to formatting guidelines as well as to ensure all other errors have been corrected prior to submission of manuscript to the Thesis Editor. The editor will contact the student directly to request revisions, if needed.

Upon completion of the editing process, the editor forwards the final version of the document to the Graduate Studies Director for approval. After receiving notice of Thesis Editor acceptance, the student must submit a PDF of their document to Graduate Studies. When the thesis is approved by the editor, the Graduate Studies Director will approve and sign the signature page. The Office of Graduate Studies will notify the student (via email) of final thesis approval and forward the document PDF to Murphy Library.

### **Thesis Binding and Mailing**

Upon approval by the Thesis Editor and Graduate Studies Director, the thesis must be sent for binding. It is required that one original copy be bound for Murphy Library (in addition to the electronic PDF file required by the library). The student may request additional bound copies as required by his/her department or for personal use. As stated earlier, the student must provide an original copy (with the signature sheet), printed on 20lb 25% cotton fiber paper for the library. Additional copies may be printed on a standard quality paper. The student must have completed all forms, payments, and procedural requirements as listed in the Thesis Completion Checklist

**APPENDIX A: REQUIRED FORMS**

TITLE PAGE

SIGNATURE PAGE

***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

\_\_\_\_\_  
Meredith Thomsen, Ph.D.  
Director of Graduate Studies

\_\_\_\_\_  
Date

1 inch bottom margin



## **APPENDIX B: REQUIRED THESIS COMPLETION FORMS**

Thesis Processing Form

Bindery Label

Forms available at: <https://www.uwlax.edu/graduate-studies/current-graduate-students2/thesis/>

\*Please attach receipt for payment to back.



## THESIS PROCESSING FORM

Information must be clearly printed/typed for accurate processing.

### CONTACT INFO

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
 Permanent Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_  
 Permanent Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### THESIS/PROJECT INFO

Academic Department: \_\_\_\_\_ Graduate Program: \_\_\_\_\_  
 Document classified as (select one):  Thesis (editing/archive copy required)  Project

Title (enter below):

Thesis/Project Chair: \_\_\_\_\_ Graduation Month/Year: \_\_\_\_\_

Thesis should be edited according to (select one):  University thesis guidelines  Other: (i.e. specific journal)

### INSTITUTIONAL REPOSITORY INCLUSION

Please mark one:

- I, the copyright holder, give UWL, Murphy Library non-exclusive permission to include my work in UWL's online institutional repository, permitting online distribution of the electronic (digital) version of my work for nonprofit, educational purposes, and prohibiting commercial or for profit use of this work. **I retain all rights to this copyrighted work.**
- I do not want my work included in the institutional repository.

\_\_\_\_\_  
 Signature of copyright holder Date

### REQUESTED DISTRIBUTION OF BOUND COPIES

Mail to:	# of copies	Address	City, State Zip
Murphy Library	1	UWL, 130 Murphy Library	La Crosse, WI 54650

### PAYMENT

Charges	Price per item	Amount
Editing/Processing	\$47.00 (not required for projects)	\$47.00
Binding	\$14/bound copy	\$14 x (# of copies)
Mailing	\$5/copy mailed off campus	\$5 x (# of copies)
International Mailing	\$15/copy mailed internationally	\$15 x (# of copies)

Business Office receipt # (attach copy): \_\_\_\_\_ Receipt Date: \_\_\_\_\_ TOTAL PAID \_\_\_\_\_



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

THESIS COMMITTEE ASSIGNMENT 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 members 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 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

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Student's Name	ID Number
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Department

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Thesis title:

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Defense Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

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Thesis Advisor's Name

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

E-mail: Program Director



## **APPENDIX D: INFORMATION FOR STUDENTS AND ADVISORS**

HOW SHOULD THESIS GUIDELINES BE USED

COMMON THESIS ERRORS

THESIS COMPLETION CHECKLIST

## **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.



## Thesis Completion Checklist

### STEP ONE – UPON COMPLETION OF THESIS DEFENSE

- Make all corrections suggested by thesis committee
- Get signatures from all committee members on *Signature Page* (must be printed on 20lb, 25% cotton fiber paper)
- Check the Graduate Studies website [Dates & Deadlines](#) link, “Recommended Initial Thesis Submission Date” for your intended semester of graduation.
- Review *Common Thesis Errors* (pg 3), PRIOR to submitting document for Thesis Editor Review:
  - Confirm necessary corrections have been made to your document.
    - \*Please note: Failure to completed this step will significantly increase the editing timeline and may result in failure to meet semester completion deadline.

### STEP TWO –THESIS EDITOR REVIEW (This step may take a number of weeks.)

- Submit the following documents to Graduate Studies (223 Graff Main Hall) to begin the editing process. Submission must include:
    - Completed *Thesis Processing Form*
      - Include payment receipt from Cashiers Office (121 Graff Main Hall).
        - Document Processing Fees
        - Thesis Processing Fee \$47
        - Binding \$14.00/copy
        - Postage \$5.00/copy (for each bound copy mailed off-campus)
        - International Postage \$15.00 (for each bound copy mailed internationally)
      - \* Please Note: If you are facing significant economic hardship, please email the Graduate Studies Director to request a fee waiver.
    - Completed *Signature Page/s* printed on 20lb, 25% cotton fiber paper with original signatures
    - Electronic copy of thesis in word document form
      - Submit your electronic copy to [gradstudies@uwlax.edu](mailto:gradstudies@uwlax.edu) for thesis editor review.
    - For documents formatted outside of *University Thesis Guidelines* (i.e. target journal for publication), the following items must also be submitted electronically:
      - Journal-specific instructions to authors
      - At least one reprint of a recent article from the journal
- \*Please note: Even if the thesis was written following guidelines of a target journal, the UWL thesis formatting guidelines must be followed for the title page, signature page, acknowledgments, table of contents, list of tables, list of figures, and appendices.

## STEP TWO (continued)

- Thesis Editor reviews documents
  - Editor evaluates document for adherence to formatting guidelines. This is not a review of punctuation, grammar, or content. The student is responsible for following formatting guidelines and reviewing document for mistakes before initial submission to the editor
    - Editor contacts the student via email regarding necessary revisions.
    - Student makes revisions/resubmits.
  - \*Please note, the revision/resubmission process may be repeated multiple times until all necessary corrections are completed.
- Thesis Editor approves of final version and forwards to Graduate Studies Director for approval.
  - Editor provides notification of acceptance to Graduate Studies Director and student.
- Electronic submission of final document
  - Student emails a PDF (electronic copy) of final draft of thesis to Graduate Studies ([gradstudies@uwl.edu](mailto:gradstudies@uwl.edu))
- Graduate Studies Director grants final approval/notification
  - Director reviews the document and upon approval, signs the signature page.
  - Graduate Studies notifies student, thesis chair and college office of final thesis approval via email.
  - Graduate Studies forwards complete PDF of thesis with addition of signed thesis page to student and Murphy Library.
- Request change of grade
  - Student confirms with thesis chair that a *Change of Grade Form* has been completed and processed by the academic department chairperson and the Dean's Office

## STEP THREE – DOCUMENT BINDING

- Pick up final document from Graduate Studies after receiving final approval letter.
- Make copies of thesis for binding.
  - One copy of each thesis is required to be bound for Murphy Library. Additional copies may be ordered to meet department requirements or for personal use.
    - Murphy Library Copy - must be printed on 20 lb, 25% cotton fiber paper
    - Paper type for additional copies may be chosen at student/program discretion
- Package document/s for binding
  - Document pages should be double checked for inclusion and proper sequencing.
  - Confirm inclusion of completed signature page for each binding request.
  - Place each copy in separate 10x13 manila envelope
  - Tape a completed *Bindery Label* to front of each envelope.
- Submit documents for Binding
  - Bring prepared envelopes with attached *Bindery Labels* to Graduate Studies (223 Graff Main Hall)
- Sit back and relax!
  - The binding company picks up orders monthly and returns bound copies in approximately 6-8 weeks. Graduate Studies will distribute bound copies as requested by student.



## Common Thesis Errors Checklist

The following checklist highlights common errors found during the Thesis Editor Review. Presence of these errors in a document, has been found to significantly delay the editing process. PRIOR to submitting your thesis to Graduate Studies for Thesis Editor Review, please review this list and confirm that your document adheres to each item. \*Failure to do so may significantly impact your ability to complete the editing process in a timely manner.

- 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 should appear in all capital letters.
- Headings and subheadings must match the modified APA system explained and illustrated in the University Thesis Guidelines.
- 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 1/2 ") 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 page sequence, title pages of appendices should not have a page number printed on them.
- 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.