

# THESIS FORMATTING SIMPLIFIED

## A Guide for Graduate Students



The Graduate School  
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## CHECKLIST FOR STUDENTS COMPLETING THESES

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- Carefully read the Thesis Format Manual, **DO NOT** refer to theses in the library, your department or your advisor's bookshelf
- Once thesis is complete, complete the Format Approval Sheet and submit a complete final draft copy to the Graduate School. This sheet must be signed by your faculty advisor.
- If the thesis format is approved by the Graduate School, it will be forwarded to a reader in the Writing Place. You can schedule your defense after format approval by the Graduate School.
- If thesis is **NOT** approved by the Graduate School, revise thesis and resubmit a complete final draft copy to the Graduate School. Once thesis is approved, schedule defense.
- Submit Notification of Oral Defense form and a copy of thesis abstract to the Graduate School 10 working days before oral defense is scheduled.
- Defend Thesis
- Have title page(s) signed by advisor and committee members.
- After defense, submit final copies of thesis to Graduate School.

## INTRODUCTION

The thesis culminates an important stage of your graduate career. In preparing and defending this document, you prove that you have acquired essential skills of research or scholarship as well as the ability to effectively communicate the results of your inquiry to the academic community.

To assist you and your advisory committee in this process, the Graduate School has prepared this formatting manual. Our goal is to help you produce a thesis that looks professional and makes the findings accessible to readers. The thesis format recommended in this guide should facilitate publication of your work in a professional journal appropriate to the discipline.

This *Thesis Format Manual* is located on the Graduate School homepage at [http://www.uncwil.edu/grad\\_info/grad\\_publications.html](http://www.uncwil.edu/grad_info/grad_publications.html). If you lose your copy or desire additional copies of the manual, access the Graduate School's homepage and print the copies you need.

We welcome your suggestions for improving the usefulness or clarity of this document. Please communicate these to the Graduate School so they can be incorporated into future editions of the *Manual*.

### **Electronic Theses and Dissertations**

During the 2001-2002 academic year, the Graduate School began an electronic thesis and dissertation pilot project. For those participating in the pilot project, the Graduate School requires only one bound hardcopy of the thesis but a complete electronic copy in Adobe Portable Document Format (PDF). During this project, theses are submitted to the Graduate School either electronically as an e-mail attachment or on a CD. The Graduate School reviews the thesis for format and sends a copy to a reader to review for grammar, punctuation, and etc. As the Graduate School can make no changes to PDF documents, the appearance of the document is the responsibility of the author. It is the author's responsibility to reformat the document into Adobe PDF, check the reformatted document for accuracy and submit the final document to the Graduate School. After the Pilot Project is completed, the Graduate School will have a link on its web page with instructions for submitting theses and dissertations in electronic format. The submission will be done electronically through the ETD Submission Form. The Graduate School plans to move toward all students submitting their thesis or dissertation electronically by the 2003-2004 academic year.

## STYLE

The requirements described in the *Manual* are derived from standard practice among American universities, libraries, and publishers. We encourage you to become familiar with the *Manual* upon beginning your first draft. Following this *Manual* from the beginning will help you anticipate and avoid problems, locate answers to your questions, and spend less time making corrections.

The Graduate School requires that students follow this guide in producing their thesis, unless they are students in the Departments of English, History or Creative Writing. Students in the Department of English follow the format of *Publications of the Modern Language Association of America*, and the Department of History the format of *American Historical Review*. In the Department of Creative Writing, where novels, short story and poetry collections rely on the publication format norms of their respective genres, the choice is up to you and your committee.

## **PERSON**

The thesis represents the culmination of an individual's research program. Although thesis advisors and committee members play an important role in the development, guidance and final evaluation of the overall project, an individual and not a group of persons author the thesis. While the Graduate School recognizes the important input that advisors or committee members often make in a person's thesis, they are not co-authors. Consequently, the thesis should not be written in the first person plural (we). We is a plural pronoun that refers to more than one individual. Theses should be written either in the first person singular (I) or in the third person. The third person is probably the best way to write a thesis in some areas but may not be appropriate for all areas. Individuals who provide assistance in the research project should be mentioned in the acknowledgments. Obviously, if the work is published, co-authorship is often necessary and appropriate.

## **RESPONSIBILITIES**

When you submit your thesis for formal evaluation, the Graduate School will see that it meets the requirements described in this *Manual* or follows the style guide you have chosen if you are from one of the department's mentioned above. You and your committee are responsible for the content and quality of your thesis. When you have questions concerning the substance of your work (e.g., the arrangement of tables or whether material belongs in an appendix), turn first to your chair, or to other members of your committee. They will be most familiar with your work and will know the standards in your field. A format advisor in the Graduate School can assist you in interpreting this *Manual* or your style guide, but your committee is the best resource for advice about writing and organizing your work. Except for those few aspects of your paper that the format advisor will evaluate, committee members are the final judges of your paper. Do not use another thesis as a model for your work as a particular style or example in a previous work may be incorrect or out-of-date.

## **FORMAT EVALUATION**

When your committee agrees that you have produced a complete, nearly final copy of your manuscript, you must submit it to the Graduate School for format evaluation. This Sheet, which is available online at [http://www.uncwil.edu/grad\\_info/grad\\_forms.html](http://www.uncwil.edu/grad_info/grad_forms.html) signed by the chair of your committee, must accompany the entire, unbound draft copy of your manuscript. The Graduate School will not review your work without this signed

approval sheet or if the unbound thesis copy is incomplete. Do not schedule your oral defense until the Graduate School has approved your thesis format. **DO NOT MAKE FINAL COPIES OF YOUR THESIS AT THIS TIME.**

### The Format Approval

Your manuscript will be reviewed by a format advisor in the Graduate School and also by an outside reader. The advisor checks your work against Graduate School requirements and the requirements of your style guide if appropriate. The outsider reader, along with the format advisor, spot-checks for misspellings and grammatical problems. This evaluation usually requires two to four working days; however, when deadlines are approaching, format evaluation may take a bit longer. Most students must make a few corrections or changes. The student should leave a telephone number or an e-mail address where he/she can be reached and instructions for returning the thesis for corrections. If corrections need to be made, the Graduate School will ask to see a revised copy before granting approval to schedule the thesis defense.

## FINAL COPIES

The following section dealing with final copies of the thesis will change with the 2003-2004 academic year when all students will be required to submit an electronic copy of their thesis.

### Hardcopy

Assuming the oral defense is successful, the student should make any changes or corrections requested by the committee and prepare final copies for submission to the Graduate School.

The Graduate School requires that each student submit **three** copies of his/her thesis. Each copy is to be on white, 8.5 x 11", 20 or 24 lb., 100% cotton bond paper. The Copy Center on campus stocks the paper and can do the copies for you at a reasonable price.

Each copy should contain a title page bearing the original signatures of all members of the thesis committee. **All signatures should be made using black ink.**

After approval (signature) by the graduate dean, these copies will be delivered to the Acquisitions Department, Randall Library, for binding. Binding requires approximately four weeks once the thesis is sent to the bindery. After binding, one copy will be catalogued for Special Collections and a second copy will be catalogued for the circulating collection; these two copies will be identified as *official copies*. The third copy will be sent to the appropriate academic department. The library pays binding costs for these three copies.

Students and faculty typically request additional copies for personal use. You may have additional copies bound at: Southeast Library Bindery, 7609 Business Park Drive, Greensboro, NC 27409, ATTN: Jo Huddleston. Phone: 1.800.444.7534

## **Electronic Copy**

Assuming the oral defense is successful, the student should make any changes or corrections requested by the committee and prepare a final copy for submission to the Graduate School.

The Graduate School requires that each student submit his/her thesis electronically to the Graduate School, either as an e-mail attachment or on a CD. This copy of the thesis must be in PDF format. In addition, one copy of his/her thesis on white, 8.5 x 11", 20 or 24 lb., 100% cotton bond paper must be submitted to the Graduate School. The hardcopy should contain a title page bearing the original signatures of all members of the thesis committee. **All signatures should be made using black ink. The title page of the electronic thesis does not need to be signed but should have the names of the committee typed in the appropriate spaces.**

After approval (signature) by the graduate dean, the hardcopy will be delivered to the Acquisitions Department, Randall Library, for binding. Binding requires approximately four weeks once the thesis is sent to the bindery. After binding, the copy will be catalogued for Special Collections and identified as an *official copy*. The electronic copy is forwarded to the Archivist, Randall Library, where it is catalogued and archived. The library pays binding costs for the one copy.

## **ORGANIZATION AND REQUIREMENTS**

The following organization and requirements apply to both hardcopies and electronic copies of theses and dissertations. Those specific requirements applicable only to the ELECTRONIC COPY are shown in BOLD below.

Theses are organized into three sections that appear in sequence as follows:

1. Preliminary matter (including title and approval pages, the table of contents, list of tables, etc.)
2. Text (introduction and chapters)
3. Back matter (including notes, references or bibliography, appendices, and biographical sketch).

The graduate student and the advisory committee work together to determine what parts are to be included in the thesis. While some requirements apply to the entire text, others differ for these three sections and are described below. In the appendix are examples of each of the previous sections.

## **PRELIMINARY MATTER: REQUIREMENTS**

The preliminary matter consists of the:

- Title Page
- Journal Page
- Table of Contents

Abstract  
Acknowledgments (optional)  
Dedication (optional)  
List of Tables  
List of Figures  
Other lists such as nomenclature or symbols, when necessary.

- Preliminary pages are paginated separately from the rest of the text using lower-case Roman numerals at the bottom of these pages.
- The Title page is page i but is not numbered. It should not be included in the Table of Contents.
- Begin numbering with the Table of Contents, page iii. Continue using the lower-case Roman numerals up to the first page of the text (page 1 of Chapter 1 or Introduction).

Specific requirements and examples for each part of the preliminary matter follow. If you access the web version, the headings below will be hot-linked to examples in the Appendix.

### **Title Page (see example on page 19)**

Follow exactly the sample Title Page in the appendix. Proper spacing and arrangement are clearly indicated.

- Margins: left 1.5 "; top, right, and bottom 1"; **1" left, top, right, bottom**
- Typeface and size: consistent with text
- No underlining, boldface, or italics (exception: names of species, genera, or book titles; may be underlined or italicized)
- Center material between the proper margins
- Thesis title (line 3): ALL CAPS, single-spaced
- Title length: 15 words or fewer (105 characters or fewer)
- Only approved abbreviations are allowed in the title (consult the Graduate School)
- Name (line 8): capitalize as shown
- Statement: see example in the appendix for wording; begin first line of statement on line 13; capitalize as shown; do not alter words per line
- Department (line 19): capitalize as shown
- UNCW (line 21): capitalize as shown
- Year (line 23)

- Approved by (line 26): capitalize as shown
- Advisory committee (line 29): capitalize as shown
- Signature lines: begin on line 32; flush first line with left margin (about 30 spaces); second line, equal with the right margin
- Accepted by (line 39): capitalize as shown
- Signature line for dean (line 41): center Dean, Graduate School directly under signature line; capitalize as shown
- All signatures should be in black ink
- If you have four or more committee members, please contact the Graduate School for guidance in formatting the signature lines
- **Do not** paginate the title page

### **Table of Contents (see example on page 21)**

The Table of Contents introduces the reader to your text, indicating its contents, organization, and progression. This key to your paper should make access easy, not overwhelm the reader with a detailed index of the contents. The arrangement shown in the sample Table of Contents works well for most theses, with minor adjustments for the style of chapter numbers or heading levels. All theses require a Table of Contents. The following list of requirements is very important--the format advisor will check carefully to see that you have met each of them.

- Margins: left 1.5 "; top, right, and bottom 1"; **left, top, right, bottom 1"**
- Typeface, size and style: consistent with text
- No underlining, boldface, or italics (exception: names of species, genera, or book titles; may be underlined or italicized)
- Entries need not be made for every heading in your text: decide which headings (e.g., chapter titles, 1st, and 2nd level headings) will convey the structure and contents of your paper, then follow your scheme consistently for each chapter. Most students include the first 3 levels of headings. Note: if you choose to include a level, you must list every heading at that level in the Table of Contents.
- Entries must be consistent, in both style and substance, with headings as they appear in the text (wording, capitalization, style of numerals, etc.)
- Abbreviation: you may abbreviate a lengthy heading for its entry here, but do not paraphrase it; the entry must match the heading exactly up to the point where you abbreviate

- Length: may run more than one page; do not type "continued" at the top of second page each entry should have tab leaders with numbers aligned correctly
- Page Number: iii (and iv, if the Table of Contents runs to 2 pages), centered at ½ inch from the bottom of the page

### **Abstract (see examples on pages 23, 25, and 27)**

The abstract should be a succinct summary of the aims, methods, conclusions or results, and significance of your study. The sample abstracts provide models for format and style.

- Margins: left 1.5 "; top, right, and bottom 1"; **left, top, right, bottom 1"**
- Typeface and size: consistent with text
- No underlining, boldface, or italics (exception: names of species, genera, or book titles may be underlined or italicized)
- Center the word Abstract between the proper margins
- Double-space
- Length: 350 words, maximum (some abstracts within the limit will still run to two pages)
- Do not include citations or references
- Page number: iv, centered ½" from the bottom of the page (and v, if the abstract runs to 2 pages)

### **Acknowledgments and Dedication (see examples on pages 29 and 31)**

These are optional pages, although most theses include a brief paragraph acknowledging the contributions of committee members and others who helped the student complete the research. The Dedication and the Acknowledgements should be separate, single pages. If you decide to include these pages, you must maintain a professional tone.

- Margins: left 1.5"; top, right, and bottom 1"; **left, top, right, bottom 1"**
- Typeface and size: consistent with text
- No underlining, boldface, or italics
- Double-space
- Page number: place the lower case Roman numerals ½" from the bottom of the page. If the last page of the Abstract is iv, the Acknowledgments page will be v and the Dedication page vi.

## List of Tables and Figures (see examples on pages 33 and 35)

Obviously, only theses that use tables and figures require these lists. Both lists follow essentially the same format, which resembles the Table of Contents. Again, the following samples provide models that are easy to read and work well for any thesis.

- Margins: left 1.5"; top, right, and bottom 1"; **left, top, right, bottom 1"**
- Typeface and size: consistent with text
- No underlining, boldface, or italics (exception: names of species, genera, statistical abbreviations, or book titles may be underlined or italicized)
- Order: the List of Tables precedes the List of Figures
- Make entries for every table title and figure caption
- Entries must be consistent, both in style and in substance, with the titles and captions as they appear in the text (wording, capitalization, style of numerals, etc.)
- Abbreviation: you may abbreviate lengthy titles or captions, but do not paraphrase them; the entry must match the title or caption exactly up to the point where you abbreviate
- Length: either list may run to several pages; do not type "continued" at the top of second and subsequent pages
- Page number(s): number consecutively from the last page of the Acknowledgements or Dedication (if present), centering between the proper margins the Roman numerals ½" from the bottom of the page

## Other Lists

Lists other than the Table of Contents, List of Tables, and List of Figures may include the Nomenclature, List of Symbols, Definitions or Glossary, or similar lists. Discuss with your committee the need for such lists, decide upon the proper title, then choose a clearly organized format. Once the format is chosen, follow it consistently.

## TEXT: REQUIREMENTS

The text of the thesis should be organized logically according to the nature and range of the research being reported. In general, theses begin with the Introduction or Preface, which includes a clear explanation of the goals of the project. The student should include a review of previous research, a record of the results obtained, and interpretive discussion of the results. The organization of the thesis argument will vary with the discipline, but the argument must be logically presented and supported with facts. A summary of the significant findings of the study should also appear within the text of the thesis.

## Headings

Up to three levels of headings are allowed in a thesis. Headings are designated 1st order, 2nd order or 3rd order. Below instructions for their use are listed.

- 1st Order Headings - are centered with all words capitalized
- 2nd Order Headings - are flush with the left margin with only the first letter of each word capitalized, excluding articles, prepositions, etc.
- 3rd Order Headings - are indented five spaces from the left margin, with the first letter of each word capitalized, excluding articles, prepositions, etc.; text begins on the next line.

Main headings within the text should be consistent in style with the Table of Contents.

### **EXAMPLE OF HEADINGS**

#### PROJECT DESCRIPTION (1st Order)

##### Background (2nd Order)

The Cape Fear River between Wilmington and Cape Fear is located on the approximate axis of the Cape Fear Arch. Although the river occupies Holocene sediments, from the area of about Wilmington south to Bald Head Island, the channel cuts through the Holocene into sediments and rocks ranging in age from Cretaceous to Oligocene. Cretaceous units are discussed below.

##### Cape Fear Formation (3rd Order)

The Cape Fear Formation is the oldest Cretaceous unit to crop out in the North Carolina Coastal Plain. It is best exposed along the Cape Fear River and its tributaries in the inner Coastal Plain in the vicinity of Fayetteville, NC. The Cape .....

## Margins

As noted throughout this manual, you must maintain margins of 1.5" on the left, and 1" at the top, right, and bottom of the page (see next page). The extra width of the left margin accommodates binding hardcopy. However, for the electronic copy, all margins are 1" as it will not be bound. You may sometimes allow more than 1" at the bottom of a page if adhering strictly to the 1" margin causes an "orphan" line (the last line or few words of a paragraph) to appear on the following page. Similarly, if only a heading or first line of a new paragraph fits onto the page keeping a 1" margin ("widow" line), you should go to the next page to begin the new paragraph or section. All material, including appendices, must meet margin requirements. Material in the appendices must often be reduced

# Margin Requirements

Left Margin – 1½ inches  
Hardcopy

Top Margin – 1 inch

Right Margin – 1 inch

Left Margin – 1 inch  
Electronic Copy

Bottom Margin – 1 inch

xerographically. Table titles, figure captions, and page numbers must always remain the same size as regular text before reduction.

*Right-justification:* Justifying the right margin is not recommended.

### **Paragraphs and Indentation**

All paragraphs of the text should be indented as indicated three to five spaces. Indent consistently throughout your paper.

### **Spacing**

Double-space:

- Abstract
- Acknowledgments
- Biographical Sketch
- Entire text.

The following may be single-spaced:

- Tables
- Appendices
- Individual footnotes
- Reference entries
- Block quotations
- Figure and Table Captions

The Title and Journal Pages should be spaced according to the samples provided. Spacing in the Table of Contents, List of Tables, and List of Figures should conform closely to the samples, adapted to your paper's needs (always aim for logical arrangement and legibility).

### **Pagination**

The text, beginning with the second page of the Introduction or Chapter 1, is numbered consecutively with Arabic numerals. The first page of the text and the first page of each chapter are counted, but not numbered. The first page of text will thus be counted as page 1, and numbering will begin with page 2. Page numbers should be placed at ½" from the bottom of the page and centered. When a caption or illustration appears on a facing page (discussed below), the page should bear a sequential page number printed on the facing page.

### **Typeface and Size**

The typeface and size of your paper should be consistent throughout. We recommend that you use 12 point, but 10 point is acceptable. Use a font that is easy to read. We recommend Times New Roman.

## **BACK MATTER: REQUIREMENTS**

The back matter of your thesis consists of the Notes (if you have chosen to group your footnotes at the end of the paper), the References (Bibliography or Literature Cited), Appendices, and the Biographical Sketch (optional). The back matter is paginated consecutively from the last page of the text. The back matter, including the appendices, must meet the same margin requirements as the rest of the thesis.

### **Notes**

If you use footnotes, you may (1) place them at the bottom of the page, (2) group them at the end of each chapter, or (3) group them at the end of the thesis, before your Bibliography. If you choose to group them at the end of each chapter, begin the Notes on a new page, which is counted but not numbered. Following the first page of notes, number the rest of the pages. If you choose to group the Notes at the end of your paper, begin them on a new page, which will be counted but not numbered. Number the subsequent pages. Follow your style guide or journal for the numbering and format of footnotes. Although your guide may advise you to double-space the note, you may single-space within each note, double-spacing between them. Footnotes are indicated in the text and in the notes with superscript numbers. The number should appear at the end of the last word in the sentence. If you use footnotes, you must choose a computer software package, which prints superscripts.

### **References**

Style guides and journals vary widely in the treatment of references cited. Your comprehensive list of references may be called "Literature Cited," "References," or "Bibliography," but certain requirements apply to the list of references no matter what it is called. You must become thoroughly familiar with the style of citations and references used by your journal or style guide, ensuring that your thesis conforms exactly to requirements. When you submit your thesis for format evaluation, the advisor will check carefully the format of your citations and the reference list (i.e., that every work cited in the text appears in the references), the order of references, and the completeness of entries. The first page of the references, like the first page of each chapter, is counted but not numbered.

### **World Wide Web Citations**

Students in some cases may use sources in their research that include scholarly projects, reference databases, the texts of books, articles in periodicals, and professional and personal sites from the World Wide Web. Sources cited from the Web, like citation of printed work, must appear as an entry in the "Literature Cited," "References," or "Bibliography" and include the same information that would be provided for a printed source. An additional requirement, however, is retrieval information placed at the end of the reference. Retrieval information must include the date of retrieval because documents on the Web may change in content or site location.

Guidelines for citing electronic resources located on the World Wide Web are available

from the Writing Center (2<sup>nd</sup> Floor, Randall Library) or online. The site located at [www.smpcollege.com/online/cite6.html](http://www.smpcollege.com/online/cite6.html) provides detailed information from the American Psychological Association on how to cite information from the World Wide Web, Email, Web discussions, Listserv messages, Newsgroup messages, Real-time communication, Telnet, FTP and gopher sites. The site located at [www.mla.org/style.sources.htm](http://www.mla.org/style.sources.htm) provides information about documenting sources from the Internet and is authorized by the Modern Language Association of America. If citation questions arise that the Writing Center or the Web sites above do not address, consult your thesis advisor or the Graduate School.

## **Appendices**

Discuss with your committee the need for appendices, carefully considering the value of the material you propose to include. How does the material relate to the rest of your text? Would it be more useful to readers somewhere within the text? Does including the material violate any copyright? Some material often included in appendices, such as computer printouts, may be so lengthy that placing it in the text would disrupt the reader's comprehension of your material. Placing lengthy printouts, supplementary tables, examples of data collection sheets, or questionnaires in appendices makes sense.

To provide a clear break between appendices, designate each with a letter (Appendix A) and a title. The first page of the appendix is counted but not numbered. Subsequent pages are numbered as usual. The appendix is listed in the Table of Contents. The separate appendices do not have to be listed. All material in the appendices must meet the usual margin requirements.

## **Biographical Sketch**

If you wish, you may include a brief Biographical Sketch in your thesis. The Biographical Sketch becomes the last page of your manuscript and is neither counted nor numbered. Do not list this page in your Table of Contents. It is double-spaced and should be written in the third person (i.e., Barbara Smith was born ...). The Biographical Sketch usually contains some or all of the following information: your full name; reference to early schooling; important events such as military, travel abroad, recognition of community services; undergraduate and graduate training, including where or when degrees were received; and special honors or awards. The Biographical Sketch should be presented in an academic and professional tone; you are simply providing the reader with relevant biographical information.

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THE ECOLOGY OF MARSH GRASSES IN THE ESTUARIES  
OF THE CAPE FEAR RIVER

Pat T. Student

A Thesis Submitted to the  
University of North Carolina at Wilmington in Partial Fulfillment  
Of the Requirements for the Degree of  
Master of Science

Department of Biological Sciences  
University of North Carolina at Wilmington

2001

Approved by

Advisory Committee



Chair

Accepted by



Dean, Graduate School

# EXAMPLES

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## EXAMPLE: BIOLOGICAL SCIENCES

### ABSTRACT

The thermal significance of coloration was investigated in two species of Sonoran Desert tenebrionid beetles. Body temperatures and heat flux of a black beetle (*Eleodes armata*) and a beetle with white elytra (*Cryptoglossa verrucosa*) were compared in a wind tunnel in the laboratory. The effects of visible radiation, infrared radiation, conduction, convection, beetle color, and substratum color on body temperature were analyzed. Results showed that body color has no overall effect on body temperature. Black elytra are warmed more by visible radiation, but color is not relevant to heat loss by convection, or to heat flux between a beetle and a heated sand substratum whether by emitted radiation or reflected visible radiation. *C. verrucosa* absorbs more heat by conduction and free convection from a heated substratum but differences in shape between the two species may explain this effect. When temperature differences occur between black and white beetles in the field, these differences are generally less than 3.5 °C. These differences are small when compared with the range of body temperatures experienced by active beetles in the field. It is concluded that coloration does not have adaptive value in terms of the thermal biology of these desert beetles.

## EXAMPLE: CREATIVE WRITING

### ABSTRACT

This novel, entitled Dolores Blaze, tells the story of the title character of Vladimir Nabokov's Lolita. It is a "re-visioning" of this character, as seen through the eyes of Dolly's childhood friend and through Dolly's own diary entries – thus juxtaposed against the account of Lolita's narrator and Dolly's step-father, Humbert Humbert. The novel is based on a close and respectful reading of both The Annotated Lolita, edited by Nabokov scholar Alfred Appel Jr., and published literary criticism of the novel. The early sections of the novel focus on Dolly's childhood in the Midwest and explore her relationships with her mother, father and her friend Betsy. Later, the novel examines Dolly's troubled relationship with the step-father who sexually abused her, with her adolescent friends, and with other men in her life. Betsy, who narrates much of the novel, inherits Dolly's diaries when Dolly dies in childbirth on the eve of her eighteenth birthday. Thus, from the perspective of old age, Betsy weaves together her own recollections with Dolly's diary entries, photographs, and mementos in an attempt to piece together Dolly's life and, more importantly, to understand Dolly's fate and reclaim her spirit

## **EXAMPLE: CREATIVE WRITING**

### **ABSTRACT**

I write poems in an attempt to shed new light on common experiences, or to view aspects of the world through a different lens. My intention is for the poems in this collection to vivify both the beauties and horrors of our human existence.

The poems in this collection range a wide variety of subjects, from live oaks to grandfathers to the Egyptian desert. I have arranged the poems in four sections, one of which is a sequence of poems based on my experiences in Egypt. The other sections follow an internal logic, but do not focus on a particular theme. Some of the themes which run through the collection are: my family history; childhood and adulthood; love, relationships and sexuality; death and its impact on the living; the dark underside of life; the relationship between self and place; the possibilities and limitations of language as a means of communication; movement and stillness; nature; and spirituality.

Most of these poems are autobiographical, to the extent that they reflect and address my personal experiences. However, there are also a number of poems which are not autobiographical, but which present my interpretation of someone else's experience – either a historical or fictional character or a member of my family. In either case, my ultimate goal is for the poems to reach my readers in the deepest way possible.

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## DEDICATION

I would like to dedicate this thesis to my grandmother, Anna Mae, whose continued support and encouragement along the way have meant more to me than she will ever know.

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## BIOGRAPHICAL SKETCH

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## APPENDIX

### Appendix A. Procedure used to extract lipids from trout liver.

1. The tissue (1 g) was homogenized with methanol (10 ml) for 1 minute in a blender.
2. Chloroform (20 ml) was added and the homogenization continued for 2 minutes more.
3. The mixture was filtered, and the solid remaining was re-suspended in chloroform- methanol (2:1 by volume, 30 ml) and homogenized for 3 minutes.
4. The solid was filtered again and re-washed with fresh solvent.
5. The combined filtrates were transferred to a measuring cylinder, one fourth of the total volume of 0.88 % potassium chloride in water was added, and the mixture was shaken thoroughly before being allowed to settle.
6. The aqueous (upper) layer was drawn off by aspiration, one fourth of the volume of the lower layer of methanol-saline solution (1: 1, v/v) was added and the washing procedure was repeated.
7. The bottom layer containing the purified lipid was filtered before the solvent was removed on a rotary film evaporator.
8. The lipid was stored in a small volume of chloroform at -20 C until it was ready to be analyzed.

# HOW TO SET TAB LEADERS

## Microsoft Word

### From Top Tab:

Click File, Open, New Page

Set page margins

Click File, Page Setup

Margin Tab: Set left to 1.5", top to 1", bottom to 1" and right to 1"

### Format Tabs

Set tab position at 0", alignment left, leader #1 (none), click Set

Set tab position at 6", alignment right, leader #2 (dots), click Set

# **THESIS SECTIONS VS CHAPTERS**

## Thesis Sections

Thesis sections do not stand alone on separate pages. They are considered 1st order headings, are center and capitalized. Sections run continuously through the Text part of the thesis; i.e., they do not end mid-page and a new section start on the next page.

The following headings are examples of sections:

INTRODUCTION

METHODS

DISCUSSION

CONCLUSIONS

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## Chapters

New chapters stand alone on separate pages; they are counted as pages but are not numbered. Remember that Chapter headings should be listed in the Table of Contents exactly as shown in text. An example of a new chapter follows:

CHAPTER 1. INTRODUCTION TO THESIS REQUIREMENTS