UNIVERSITY of WEST FLORIDA | Graduate School

THESIS & DISSERTATION GUIDE

2024

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INTRODUCTION

Congratulations! You are now about to take the final step towards your graduate degree, and there are several resources available to you as you come to the end of your journey. All University of West Florida doctoral candidates and many of its master's candidates will prepare dissertations or theses as part of their graduate curricula. The final, approved version of these documents are submitted electronically to ProQuest/ETD (etdadmin) at the end of each semester. Because the thesis/dissertation is a *publication* of The University of West Florida, the university sets certain standards of format and approval that must be followed by candidates in all academic disciplines. This guide sets forth those standards and supersedes all previous versions. The guide is also intended to serve as an aid to faculty involved in the supervision and direction of master's theses and doctoral dissertations.

The university allows students to write in the style required by their disciplines, or sub-disciplines, because that style is the one most likely to be useful after graduation. Students should consult the list of style manuals adopted by the various graduate departments and determine—with the help of their advisory committees—which style is appropriate. In cases where formatting and organizational recommendations differ or are vague, this guide takes precedence over the style manuals.

Regarding the structure or format of the thesis or dissertation, discipline-specific requirements should be the major considerations. For example, humanities may encourage organization into separate chapters and an introduction and conclusion, whereas certain sciences may encourage a scientific journal format. Students who are unsure about any aspect of the guide requirements should consult with their advisory committees or the Graduate School.

Beginning in January 2024, all thesis and Intelligent Systems and Robotics dissertation students will be enrolled in the *Thesis Student's Guide to Submission* course in Canvas. This course is not a credit-bearing course, and it does not cost the student anything. It is a resource course that will set you up for greater success when submitting your final document to the Graduate School for approval. EdD students have a separate Canvas course that is maintained by the School of Education. Please see your advisor for more information.

This guide outlines the required format elements for all University of West Florida graduate thesis and dissertation documents, so pay close attention to the content in the upcoming chapters.

ENROLLMENT REQUIREMENTS

Master's and Doctoral Candidates:

Candidates should consult the current *Graduate Catalog* for the special requirements of the individual program to determine whether a thesis/dissertation or alternative is required. A maximum of 6 semester hours of credit may be applied toward a master's degree for successful completion of a thesis and 18–24 semester hours of credit towards a dissertation.

After registering for the first thesis/dissertation credit, graduate students must be continuously enrolled each semester (excluding summer) until the thesis/dissertation is approved by the Graduate School and all degree requirements have been completed. Failure to register for thesis/dissertation hours for 3 consecutive semesters will result in the candidate having to reapply to the program, subject to the policies and procedures in effect at that time. Students who do not maintain continuous enrollment will be charged for one (1) semester hour of thesis/dissertation credit per semester for each semester during the time they were not continuously registered. A thesis/dissertation grade of "G" (deferred) will be given until the final thesis/dissertation has been approved by the Graduate School and submitted to ProQuest.

READY FOR SUBMISSION?

Both research and writing are a process. Your final thesis or dissertation should be the result of many revisions and close work with your faculty advisors and readers who can help you fine-tune and polish your writing before you submit it to the Graduate School for approval. One of the biggest mistakes students make is submitting their thesis or dissertation before it is ready. Rushing through the writing process most often results in errors that can delay the final approval process. Excessive errors in documentation, format, and/or grammar and mechanics will result in the return of the thesis or dissertation for further revision and can delay approval until subsequent semesters.

All UWF students, including those pursuing graduate degrees, have access to the [UWF Writing Lab](#) where they can get one-on-one assistance with their writing projects. Graduate students may schedule 2-hour sessions. The Writing Lab staff (affectionately known as Labbies) will provide specific feedback that will help you polish your document and prepare it for submission to the Graduate School. Dissertation students typically submit one chapter at a time to the Writing Lab. Students usually go through multiple readings and revisions of their work before submitting to the Graduate School.

Students who have larger issues with writing and/or a less mainstream documentation style may wish to hire a professional editor to help them make sure their final document is truly ready for submission to the Graduate School and subsequent publication. This step is not required, but we encourage students who may not be strong writers to consider this option. Hiring a professional editor is not uncommon for graduate students, and the cost of hiring an editor is often less then enrolling in additional thesis/dissertation credit hours.

Students should also check with their committee chairperson and their department for any specific format, documentation, and language requirements pertaining to their field of study. Because different academic domains often use different documentation and format styles, there may be some modifications to the general information you find in this guide. However, in the case of general document formats or ambiguous format information from selected style guides, the Graduate School guidelines take precedence. Thesis and PhD students will find detailed tutorials in the Canvas Thesis Student Guide to Submission course, which is free and does not attach course hours. The Declaration of Thesis form will trigger the addition of the student to the course, or the student may email the Thesis & Dissertation Coordinator to request to be added to the course. The pages that follow will give you the basic requirements and layout for your thesis or dissertation.

Prior to submission of the thesis or dissertation to the Graduate School, all degree candidates must request an iThenticate account from the Thesis/Dissertation Coordinator via email. Candidates will upload their manuscript, which will then be checked for similarity to existing documents. Use this

information to check your own paraphrase, quotation, and citation practices at any time in your writing process. You may resubmit your document to iThenticate as often as you need to.

Remember, your thesis or dissertation will be published in ProQuest and archived in the UWF Library, and your document represents both you as a professional scholar and the University of West Florida. Make sure that your thesis or dissertation is ready for that final review by the Graduate School before you submit it. Deadlines and details for submission are published on the UWF Graduate School website under *Academics and Research*.

The student is responsible for the format, style, and appearance of the thesis/dissertation. The following information is intended to assist in the preparation of the manuscript's final form. A thesis or dissertation consists of four major parts: (1) preliminary pages; (2) text; (3) references/bibliography; and (4) appendices (not all thesis/dissertations require appendices, but they are necessary to show permission to work with animal or human subjects, to use certain kinds of previously published materials, to demonstrate participant agreement to participate, etc.). All pages of all sections must conform to the margins as indicated in this guide and the sample pages provided in the appendix.

PRELIMINARY PAGES

Preliminary pages must appear in the order described below.

Title page (Required)

Each copy of the thesis or dissertation must include a title page prepared exactly in accordance with the samples provided. Note that the title should be formatted in the inverted-pyramid style. The student's full legal name must be used on the title page. See further samples at the end of this guide for more information.
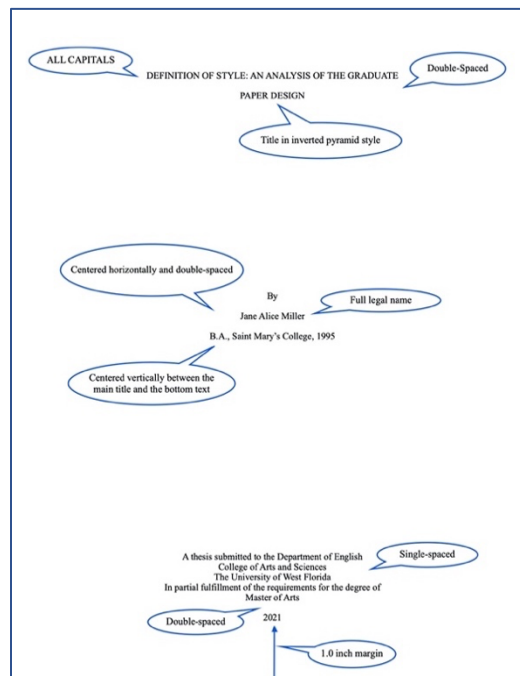
Sample Thesis Title Page

Copyright Notice (Optional)

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to authors of "original works of authorship." This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act provides details regarding rights that are granted to the owner of the copyright. It should be noted that copyright protection is in effect from the time the work is created in fixed form, and the copyright in the work of authorship immediately becomes the property of the author who created the work. Only the author or those deriving their rights through the author can rightfully claim copyright.

If the author wishes to pursue formal copyright registration, the appropriate forms and the Copyright Law Guidelines may be obtained from many sources, including the U.S. Copyright Office, Library of Congress, Washington, D.C. 20559, their website, or through the ProQuest website. The author is responsible for all fees and other requirements.

While a notice of copyright is no longer required under U.S. law, it is often beneficial. The use of a copyright notice is the responsibility of the copyright owner and does not require advance permission from, or registration with, the U.S. Copyright Office. If a copyright notice is to appear in a thesis or dissertation, it follows a particular form described in the copyright application materials (usually © 2000 John Doe). This notice should be placed on a separate page directly following the title page; it counts in the numbering system, but no number is visible on the page (see sample page at the end of this guide).

Thesis Certification/Confirmation of Defense (Required)

Because these documents are now handled electronically, students are no longer required to include a hard copy of the signature page to the Graduate School. Check with your department about their specific protocol for pre- and post-defense signatures. When a thesis or dissertation is complete, defended, and ready for submission to the Graduate School for final review, the chairperson of the student's thesis or dissertation committee must complete the *Completion of Thesis – Grade Change*

dynamic form (thesis only) or the *Ed.D Dissertation Completion* (School of Education) or *Ph.D Dissertation Completion* (Intelligent Systems/Robotics) dynamic form (dissertation only) available in MyUWF. This form is then routed to the Thesis and Dissertation Coordinator for initial approval of the final thesis/dissertation, then to the Dean of the Graduate School for final approval.

Instead of the traditional signature page, your thesis or dissertation manuscript must include a digital verification page:

This page is to be prepared exactly in accordance with the sample pages and should directly follow the title page (or the copyright notice if there is one); it counts in the numbering system, but no number is visible on the page. Remember: your thesis or dissertation must be successfully defended before you submit it to the Graduate School for final review.

Dedication and/or Acknowledgment Page (Optional)

The student may wish to include a brief dedication and/or acknowledgment; if so, it follows the signature page and is the first page to include a page number (lowercase roman numeral). This is the place to acknowledge sources of inspiration, support, and assistance. The student need not acknowledge

advisory committee members; their participation is assumed from their names on the approval page. However, a student may wish to highlight an unusual or special contribution by an advisory committee member. See the sample dedication and/or acknowledgment page at the end of this guide.

Table of Contents (Required)

The Table of Contents lists the chapter and section headings with their page numbers (see sample pages at the end of this guide). All entries in the Table of Contents should be made in precisely the same wording as the headings appear in the text. Main headings (chapter headings) in the table should be written title case or in all capitals. Chapter headings (or first-level heading if the word *Chapter* is not used) and the primary subheadings (level 2) that are used in the text must appear in the Table of Contents, and the wording should be identical. Other levels of subheadings do not have to be included in the Table of Contents unless required by the advisory committee or department; if other levels of subheadings are included in the Table of Contents, then the wording should be identical to the in-text heading.

Pro Tip:

If you use the table of contents template and format your headings using the "styles" offered in Microsoft WORD™, your table of contents will automatically capture the headings and populate your TOC. As you add text, just right-click over the TOC and click on "update" to capture your new headings and page information. You can edit the fonts in your TOC as necessary while maintaining the heading formats in the body text.

Styles

Current style:

Normal (Web) + 11 pt   a

New Style...   Select All

Apply a style:

Clear Formatting

Normal

No Spacing

Heading 1

Heading 2

Heading 3

Heading 4
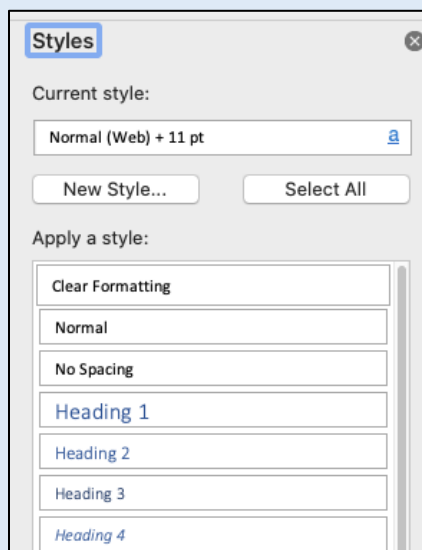
List of Abbreviations/Acronyms (Optional)

Some situations may warrant a clear list of abbreviations and acronyms. If your discipline and research topic involve a lot of abbreviations or acronyms, you may create a list of these items and their definitions to prepare your reader for the use of these terms in the body of your manuscript. If you choose to create this list, it should begin on a new page immediately following your table of contents. This page should also be listed in your Table of Contents.

Lists of Illustrative Materials (Required When such materials are Included in the Document)

If illustrative materials, tables, plates, or photographs are incorporated into the text of your manuscript, a separate List of Tables, List of Figures, List of Plates, or List of Photographs must be included on separate pages after the Table of Contents. Sample pages are provided at the end of this guide. The titles of multiple appendices also must appear on the Table of Contents and the wording should be identical to the titles on the cover pages in the text.

Abstract (Required)

A thesis or dissertation is made available outside the university through reference databases to ensure accessibility to a wide academic audience. An abstract suitable for this purpose is required. An abstract typically does not exceed 250 words. Usually, the abstract briefly describes the problem, method of study, principal results, and conclusions. The abstract should be written in present or past tense (not future tense as in the proposal). Avoid excessive use of abbreviations. If you define a term in your abstract, you must define it again the first time it appears in the body of your thesis or dissertation. The first page of the abstract must also include the simple heading of "Abstract" in title case, bold type, and centered (see sample pages). Do not use symbols or accents in the title or in the abstract. ProQuest no longer limits the abstract to a particular word count, so if you wish to expand your abstract specifically for

publication, ProQuest will not condense your abstract or alter it in any way. For submission to the Graduate School, however, follow the word count listed here.

TEXT REQUIREMENTS

Academic disciplines (and often sub-disciplines) employ various styles of writing and documentation formats, and students in those disciplines are usually encouraged to write in the respective prescribed styles. The student preparing a thesis or dissertation should follow the general style and formatting guidelines set forth in this guide and the documentation style adopted by his/her own discipline or sub-discipline. In cases where formatting and organizational recommendations are vague, **this guide takes precedence** over the other style manuals. To ensure uniformity of style to theses and dissertations accepted by the university and to facilitate reproduction, the following standards of style are set.

Word Processing and Fonts

Times New Roman 12-point font should be used for <u>all</u> text. If necessary, different fonts/sizes may be used in tables/figures and in mathematical/scientific notation(s). Fonts must be embedded in your PDF, and instructions for embedding fonts are found on the ProQuest website. As in this guide, text should be **<u>left-aligned only</u>** (flush against the left margin). Right-aligned (flush against the right margin) or full-justified (flush against both the left and right margins) text is <u>not</u> permitted. Word breaks at the end of the lines are also not permitted. The use of superscript and subscript should be avoided unless used in mathematic equations or required in a specific stylesheet or style manual. In standard text, *June 30th* is preferred to *June 30th*.

Margins

All margins (right, left, top, and bottom) must be one inch (1") on every page. See Pagination for margin specifications relating to page numbers. A margin guide is provided in the sample pages at the end of this guide. All documents should be formatted as an 8.5" x 11" page.

Spacing

The manuscript text must be double-spaced throughout, including between headings/subheadings and before and after tables and figures. Triple spacing can be used between a figure caption and text only if it is necessary to separate the caption more clearly from the narrative text of the thesis or dissertation. Please refer to the discipline-specific style guide used in your department regarding the spacing of captions and footnotes, lists or bullets, extensive quotations, and bibliographic citations. If allowed by the discipline-specific style guide, single spacing may also be used in long or text-heavy tables to make them more readable. Triple spacing may be used within long tables to set meaningful sections apart for the reader. Consult the discipline-specific style guide regarding deviating from double spacing. Typically, current standards skip only one (1) space after a period or other punctuation that ends a sentence, but you may still use two (2) spaces as long as there is consistency throughout the entire thesis/dissertation.

Subdivisions and Headings

Major sections, or chapters, should have titles (headings) and should begin on a new page. The use of the word *Chapter* or numbers is not always necessary, although both are often used, e.g., **Chapter 1: Introduction**. The chapter headings must be in bold face, title case (initial letter of all major words capitalized), and centered between the page margins (not "indented" margins). Headings of major sections, or chapters, should <u>not</u> be italicized. For subheadings within the chapter, consult your discipline-specific style guide (e.g., APA, Wetlands, SAA, etc.);

for APA, your chapter titles act as the level 1 headings, so begin with level 2 for all headings and subheadings that follow the chapter heading.

If no heading style is specified by your specific style guide (e.g., *Chicago Manual of Style*), students should use the APA/UWF heading format. Similarly, students may use the APA/UWF heading format while using any reference/citation style if approved by their department or advisory committee. A major section, or chapter, may be subdivided into hierarchical levels of subsections. A subheading must appear on the same page as the beginning of the paragraph that follows it. Each subsection must have a heading/subheading. Theses and dissertations normally include two or three levels of subsections. Most style guides discourage level 4 or level 5 headings. Do **not** label the introductory material in the beginning of each chapter or section as "introduction."

Standard APA Headings

Heading Formats		
1	**Chapter Title: Centered, Boldface, Title Case** Text starts a new paragraph.	
2	**Flush Left, Boldface, Title Case Heading** Text starts a new paragraph.	
3	***Flush Left, Boldface Italic, Title Case Heading*** Text starts a new paragraph.	
4	**Indented, Boldface, Title Case Heading Ending with a Period.** Text begins on the same line, after the period, as the same paragraph.	
5	***Indented, Boldface, Title Case Heading Ending with a Period.*** Text begins on the same line, after the period, as the same paragraph.	

*Note: Professional documents in some fields of study present their headings in different ways, which are outlined in the specific style guide tutorials available in the Canvas *Writing the Thesis* course. Check your chosen style guide. If your style guide does not offer specific guidance, use the above UWF/APA heading guidelines.

Pagination

Preliminary pages are sequentially numbered using lowercase Roman numerals centered one half inch (0.5) from the bottom of each page. The cover page (title page) is the first preliminary page (i), but the page number is not displayed. The optional copyright page (ii) and the required signature page (iii), which follow the title page, also do <u>not</u> display visible page numbers but are counted in the page count.

All pages of the body of the thesis or dissertation, beginning with the first page of the introduction (if one is included) and continuing through the bibliography (or appendix, if there is one), are sequentially numbered in Arabic numerals starting with 1. The typeface and font size for page numbers should be consistent with the text font in the body of your document (Times New Roman). There are two allowable formats for pagination:

1. On all pages, the page number is centered one half inch (0.5") from the bottom. (NOTE: This is the most common standard and the easiest to work with.)

2. On each page marking the beginning of a new chapter (section), the number is centered one half inch (0.5") from the bottom. All other page numbers in the body of a manuscript are placed at the right-hand margin, one-half inch (0.5") below the top of the page. (This is the common approach for EdD dissertations.). Page numbers should be shown on all pages from the introduction to the end, including any scanned documents in the appendices (e.g., IRB approval, permission letters or emails, etc.); exceptions can be made for stand-alone figures, illustrations, or tables (see the diagram below).

Page Type	Roman or Arabic Numerals	
Title page	No visible number (counts as page i)	
Copyright Page (Optional)	No visible number (counts as page ii)	
Thesis/Dissertation Defense Verification	No visible number (counts as page iii)	→ Continue in order from last invisible roman numeral (iv, v, vi, etc.)
Dedication (Optional)	First visible number (lowercase roman numeral continued)	
Acknowledgements (Optional)	Visible page number (lowercase roman numeral continued)	
Table of Contents	Visible page number (lowercase roman numeral continued)	
List of Tables (Format like TOC)	Visible page number (lowercase roman numeral continued)	
List of Figures (Format like TOC)	Visible page number (lowercase roman numeral continued)	
Abstract	Visible page number (lowercase roman numeral continued)	
Chapter 1 (Or first major section) - Body Text	Visible page number—Begin Arabic numbering with 1	→ Begin new page numbering with Arabic numerals (1, 2, 3, etc.) to the end of the document

Illustrative Materials

All tables and figures must be referenced in the text (e.g., Table 1, Figure 1, etc.), and the table or figure should be incorporated into the text as soon as possible after it is mentioned, usually directly after the paragraph containing the initial reference. It is acceptable, however, to split a paragraph with a table or figure (e.g., maps, graphs, or photographs) in order to avoid problems such as excessive white space. Some discipline-specific style guides may allow for all figures to be placed at the end of the thesis/dissertation (in which case they should be placed <u>before</u> the reference pages); however, be consistent with placement of figures (don't place some figures within text and some at end of the thesis or dissertation). The one exception to this rule is if you have multi-page tables of complex data that would interrupt the narrative too much.

Diagrams, figures, illustrations, photographs, and long tables must be placed on separate pages if they take up most of the page. Shorter tables, figures, or other graphics must be inserted into a page with textual material with a double space above and below the inserted material. Excessive white space on a page should be avoided when possible, but some white space s acceptable. Follow the discipline-specific style guide regarding figure captions and table titles. If the style guide instructions are ambiguous or absent, follow this Guide's rules.

Tables and figures must be able to stand alone; therefore, abbreviations must be explained in the note that appears <u>beneath</u> the table or figure. Tables and figures must also use the same font size and style as the rest of the text unless deviations are necessary. Figures and tables that incorporate information from copyrighted sources must cite those sources <u>below the table or figure</u> (which may also include copyright attributions and reprint permissions statements. Students should refer to their discipline-specific style guide for guidance. If the entire table or figure is reproduced from copyrighted sources, a permission letter must be obtained from the publisher or author and included in the appendix portion of the thesis or dissertation (see Copyrighted Material section for additional information). Tables and figures that take up more than one page **<u>must</u>** repeat the headings on subsequent pages as well as the complete title on all pages, along with the word *continued* on subsequent pages (see example below).

Table 1
Land Speed Records for North American vs. European Swallows

Location	Trial 1 Speed (mph)	Trial 2 Speed (mph)
Sacramento, California, USA	34	33.5
Bend, Oregon, USA	32	34
Carson City, Nevada, USA	31.4	34.2
St. Louis, Missouri, USA	29.6	30.1
Indianapolis, Indiana, USA	34.2	35
Pensacola, Florida, USA	29	28.1
Dublin, Ireland	35	34.8
Birmingham, England	32	32
London, England	37	36.4
Madrid, Spain	34.4	34.3
Calais, France	35	35.2
Paris, France	39	
Nice, France	38	
Milan, Italy	33	
Florence, Italy	36	
Wertzberg, Germany	31	
Berlin, Germany	30	
Vienna, Austria	32	
Stokholm, Sweden	33.1	
Athens, Greece	37	
Budapest, Hungary	32	32.4

Table 1
Land Speed Records for North American vs. European Swallows (Continued)

Location	Trial 1 Speed (mph)	Trial 2 Speed (mph)
Stokholm, Sweden	33.1	33.2
Athens, Greece	37	36.8
Budapest, Hungary	32	32.4

Follow this guideline for **<u>all</u>** style guides.

While most tables that incorporate primarily simple numbers or limited text tend to center the text in each column, tables that are more narrative and/or text-heavy require a different approach to keep the information clean and readable. When using large passages of text in a table (e.g., quoted or descriptive passages from qualitative research, etc.), left-justify and single-space the text in those cells. This is the method preferred by most style guides, including APA.

Table 3

Teacher Identification of Rubrics and Creativity Assessment in Eleventh-Grade ELA Courses

Participant	Quote	Evidenced by
P1	The level of creativity is evaluated based on the degree of originality demonstrated in the student's use of language and critical thinking.	Essay Response Rubrics with specific creativity points
P2	Creativity is so subjective. I don't like to evaluate creativity because not every student has a great deal of creativity. I don't think they should be punished for that. That said, I give them benchmarks of critical thinking to shoot for and if they get there in an unusual way, they get more credit for creativity.	Essay/project assessment general rubric
P3	Every assignment has a rubric that students must follow. If they deviate from that rubric in a way that still demonstrates mastery of the material, I give them creativity points.	Essay/project assessment general rubric
P4	I use a strong, re-iterative process in essay and project development with my students. If they make revisions that go beyond proofreading and develop the project with more depth than the assignment asks for, I offer comments that acknowledge and encourage creativity.	Multiple draft comments, assessment rubrics, and revision opportunities
P5	I have no idea how to identify creativity, so I don't really pay much attention to it.	Essay Response Rubrics

(In this first version the quote text is centered.) **Centered Text makes this table messy and more difficult to read.**

Table 3

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P3	Every assignment has a rubric that students must follow. If they deviate from that rubric in a way that still demonstrates mastery of the material, I give them creativity points.	Essay/project assessment general rubric
P4	I use a strong, re-iterative process in essay and project development with my students. If they make revisions that go beyond proofreading and develop the project with more depth than the assignment asks for, I offer comments that acknowledge and encourage creativity.	Multiple draft comments, assessment rubrics, and revision opportunities
P5	I have no idea how to identify creativity, so I don't really pay much attention to it.	Essay Response Rubrics

(In this second version the quote text is left-justified.) **Justifying the text to the left makes a cleaner table that is much easier to read.**

All illustrative materials must meet the same margin requirements as text; however, smaller figures may be centered if meeting the right and left margin requirements would require stretching that could distort the image or affect its appearance or quality.

In general, you will format the title of the table or figure according to the style guide you have chosen for your documentation. The title of a table usually appears in title case, while the title of a figure appears in sentence case. Both titles appear above the table or figure, but in some style guides, the figure title may appear beneath the figure. You might also find a variation in in how *figure* is formatted and/or punctuated. If your discipline's style manual does not specify these details, follow the APA/UWF approach (example 1). Keep in mind that any explanatory notes or source citation information should appear **below** the figure, no matter where the figure number and title appear.

Figure 1

Shelf Mushroom Photographed 10 Minutes after Sunrise

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Ex. 1: The standard format for figure titles follows the same rules as table titles. This example is typical of the APA approach.

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Figure 1. Shelf Mushroom Photographed 10 Minutes after Sunrise

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

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Ex. 2: In many style guides, the figure title is below the image. (In some cases, you will abbreviate *figure* as *fig 1....*). The title starts on the same line as the figure number information.

Ex. 3: No matter what style guide you are using, explanatory notes and source citation appears below the figure.

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Figure 1. Shelf Mushroom Photographed 10 Minutes after Sunrise. *Source*: Scott, M. A. (2017) Mushrooms at dawn. Exploring Shadow and Light. https://gglightandshadow.blogspot.com/2017/09/mushrooms-at-dawn.html. Accessed 12 Jan 2022

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea

Footnotes

Footnotes in a thesis or dissertation are not required by The University of West Florida, but several departments allow or encourage their use. Footnotes may appear at the bottom of the page, at the end of each chapter, or at the end of the entire text. Whatever system of footnoting you adopt should be followed consistently throughout the entire manuscript. Please follow the style recommended by the department or thesis/dissertation advisory committee.

Quotations

The inclusion and format of quotations varies among academic disciplines. The format of quotations that are incorporated into the body of a sentence is fairly standard, but the use and format of block quotations can vary from one style guide to another (single-spaced vs. double-spaced). When quoting, please follow the style recommended by the department or thesis/dissertation advisory committee and be consistent.

Citation of Sources

Full citation of the sources for quotations, data, or other original ideas must be provided. The form of citation varies according to the style used by a specific discipline or sub-discipline. Students must be consistent in their use of the citation style prescribed by their advisory committee or department. Theses or dissertations with inconsistent, incorrect, vague, or missing in-text citations will automatically be returned for revision and must be resubmitted to the Graduate School for final approval, which can delay final approval and subsequent conferral of the degree.

Copyrighted Material/Permissions

Students must obtain written permission from the copyright holder if copyrighted material is used beyond the limit of *fair use*. Each of the following four factors must be met when determining if the proposed use of the material satisfies the doctrine of *fair use*: (a) purpose of the use, (b) nature of the

work used, (c) amount or percentage of the entire work being reproduced, and (d) effect on potential market for or value of the original.

The 17th edition of the *APA Publication Manual* explains that "according to U.S. copyright law, reprinting or adapting certain kinds of works (e.g., figures published in journal articles, images from websites, lengthy quotations) requires a more comprehensive acknowledgment of the copyright status of the reprinted or adapted work in the form of copyright attribution, a brief statement providing details of the original work and name the copyright holder…" (p. 384). When quoting or reproducing small portions of scholarly works for educational purposes, the copyright holder must be acknowledged in a note accompanying the material that has been reproduced.

When reproducing complete items such as tables, figures, maps, illustrations, survey instruments, or poetry, the letter granting reprint permission from the copyright holder must be included in the appendix section of the thesis or dissertation and a full copyright attribution must appear beneath the object and must include the phrase *Reprinted with permission* or *Adapted with permission*. In some cases, your illustrative material may come with a Creative Commons license. Be sure you follow the instructions for that particular license in terms of attributions and permissions. If you think you will use a copyrighted image in your document, think ahead and apply for permission early so that you don't hold up the review process waiting to hear from a publisher or have to eliminate the image from your manuscript in order to submit it on time.

Reusing or Recycling Material. If you have previously published material that you want to use in your dissertation or thesis, you must make sure that you have permission to republished/recycle part or all of that information in your manuscript. Check your publication agreement/contract for specific language regarding what can do with your text. If you have co-authors, you must confirm who holds the copyright and get permission from your co-authors to include the work in your dissertation or thesis. This also applies to material you have submitted to a class or a conference, even if it has not been formally published. Consult the video tutorial in Canvas for more specific information.

References/Works Cited

A section headed "References" or "Works Cited" (or in the case of the Chicago Style, "Bibliography") immediately follows the text of the thesis/dissertation and starts at the top of new page. The format of bibliographic entries varies according to the style guide used by a specific discipline or sub-discipline. Students must be consistent in their use of the reference style prescribed by their advisory committee or department. Theses or dissertations with inconsistent, incorrect, vague, or missing entries will automatically be returned for revision and must be resubmitted to the Graduate School for final approval. Currently, the primary documentation styles used by UWF graduate students include:

- American Anthropological Association (AAA)
- American Psychological Association (APA)
- Association for Computing Machinery (ACM)
- Chicago Manual of Style (Author/Date or Notes/Bibliography)
- Institute of Electrical and Electronics Engineers (IEEE)
- Modern Language Association (MLA)
- Society for American Archaeology (SAA)
- Society for Historical Archeology (SHA)
- Wetlands

Students working on a thesis in Mathematics or in Computer Science might find that their department uses a style guide that is not on this list. When students declare their thesis intentions on the *Declaration of Thesis* form, they will identify the anticipated documentation style guide for their thesis.

When including long URLs in your reference list, split the URL at a punctuation mark, slash, or underscore mark to make your text fit the margins cleanly. Microsoft Word™ often splits the URL automatically, but not always in the way that suits your Reference page margins.

Appendices

A final section may contain supporting data in the form of one or more appendices. If there is more than one, each appendix should be lettered in sequence (e.g., Appendix A. Parental Permission Form; Appendix B. Parental Refusal Form). If you have more than one appended item, start a new page

immediately after the References list and label it *Appendices* using the level 1 heading format. For multiple appendices, you may choose one of two methods of formatting this section.

1. The title of each appendix should appear on a separate page before the appended information. See the sample pages at the end of this guide for proper spacing and formatting of title pages. If the thesis or dissertation involves the use of human or animal subjects, the student **must** include the UWF IRB approval form and other pertinent documents obtained from the appropriate institutional review board(s) in the appendix (it may be necessary to reduce the dimensions of such approval documents to fit within the margins prescribed for theses and dissertations). Information regarding the use of human subjects in research and their protection from risk can be obtained from The University of West Florida Institutional Research Board website. Information regarding the policies and procedures for animal care and use can be obtained from UWF's Department of Research Administration website.

2. Create the *Appendices* cover page as described above. Then for each appendix, use a level 1 heading (bold, centered, title case) at the top of the page. Then include the contents for that appendix on the same page. This eliminates extra cover pages as described in #1. You must be consistent, and all appended content must fit within the 1-inch margins of the page.

ALL appendices must be mentioned in the body text at least once and they must be labeled/lettered according to the order in which they appear in the body text and then organized in alphabetical order (see Appendix A).

No matter how hard we try to proofread our own work, we inevitably miss something. Small errors happen, and it is always a good idea to have the Writing Lab and/or other readers with fresh eyes make a pass over your manuscript before you submit it to the Graduate School. The Writing Lab can help you at any stage of your writing, but there are some limits to what they can offer. You can find more information about services for graduate students on the UWF Writing Lab website. As mentioned earlier, you may also choose to hire an independent editor to help you with documentation and writing. This is a very common practice among graduate students. Hiring an independent editor is not required, but if you are not a strong writer, they can save you a lot of time and headache.

Critical errors in documentation and/or format will result in the thesis or dissertation being returned for further revision and can delay approval and degree conferral. Other errors might not result in a return of the document, but if they are excessive, they can reflect poorly on your overall professional scholarship and in some cases require further revision before the Graduate School can approve the document.

The most common avoidable errors include:

- **General Mechanics:** The most frequent errors are misspelling, inaccurate use of capitalization, and a mixing of singular and plural elements. If these errors appear only occasionally in the manuscript, the Thesis & Dissertation Coordinator will highlight them and advise you to correct them before submitting the thesis or dissertation to ProQuest for final publication. If, however, these errors are excessive, the manuscript will be returned to the student for further revision before the Graduate School can approve it.

- **Use the Oxford Comma:** When listing items in your sentence, always place a comma after the last item before *and* (e.g. "Participants included teachers, clergy, and social workers.")

  Oxford comma

- **Incorrect Verb Tenses:** Verb tenses can be tricky, but most style guides (APA, MLA, Chicago, etc.) offer some guidance. The APA recommendations are fairly standard:

Paper section	Recommended tense	Example
Literature review (or whenever discussing other researchers' work)	Past	Martin (2020) addressed
	Present perfect	Researchers have studied
Method	Past	Participants took a survey
Description of procedure	Present perfect	Others have used similar approaches
Reporting of your own or other researchers' results	Past	Results showed
		Scores decreased
		Hypotheses were not supported
Personal reactions	Past	I felt surprised
	Present perfect	I have experienced
	Present	I believe
Discussion of implications of results or of previous statements	Present	The results indicate
		The findings mean that
Presentation of conclusions, limitations, future directions, and so forth	Present	We conclude
		Limitations of the study are
		Future research should explore

American Psychological Association (2019). *APA Style: Verb Tense*, https://apastyle.apa.org/style-grammar-guidelines/grammar/verb-tense

- **Hyphens and Dashes**: Another common error is the absence or misuse of hyphens or dashes. Each one has a specific purpose, and you must be consistent in their use.

    ♦ **Em Dash (longest):** Use an em dash to set off information that interrupts the flow of the sentence: "The stock—American Auto—was selling above par." If you are using Microsoft Word™ to compose your document, type two hyphens (no spaces before, between, or after) to create the dash. Word automatically converts the two hyphens into the appropriate em dash.

    ♦ **En Dash (medium length):** Use an en dash to show a range of numbers or letters (e.g., pp. 45–60; 2021–2022 school year; etc.). If you are writing a mathematical equation with a minus sign, <u>do</u> leave a space before and after the en dash: "327 – 17 = 310."

    ♦ **Hypen (shortest):** When joining words to create an adjective, use a hyphen (no spaces): "This was an ill-fated expedition." A *suspended hyphen*, however, is followed by a space before the conjunction: "The second- and third-grade students showed marked improvement."

- **Words formed with Prefixes**: Most words formed with prefixes do not require a hyphen and are written as one word. However, if you are unsure, a current dictionary is a good place to look.

- **Letters used as Statistical Symbols**: Use italics for letters used as statistical symbols, as in "*t* test" or in algebraic variables, as in "*a/b = c/d*."

- **Incorrect Margins**: All margins should be one inch (1"). Sometimes not all pages comply. For example, to avoid widows/orphans you might move a line or two of text to the next page.

- **Widows and Orphans**: A widow occurs when the last line of paragraph does not fit at the bottom of the page and hangs out as a single line at the top of the next page or when the first line of a paragraph sits at the bottom of the page. An orphan occurs when a single word sits at the bottom of a page or the top of the next page. There should be at least two lines of a "new" paragraph at the bottom of the page; similarly, there should be at least two lines of an "old" paragraph at the top of a new page.

- **Page Numbers**: Page numbers are often placed incorrectly. Follow this guide for correct placement of page numbers. Page numbers should be .5" from the bottom of the page (or .5" from the top in the case of the EdD dissertation).

- **Incorrect Reference/Works Cited Page**: These pages often contain spacing, format, and style errors, contain missing or extraneous sources, and/or lack consistency. **Exercise great care here and conduct a careful proofreading of the final product**. If a work is cited in the text of the thesis or dissertation, it must be listed in the reference section and vice versa. Moreover, the authors and dates in the in-text citation must match the author and dates in the reference page entry.

- **Column Data Alignment**: Columns of numbers must be aligned. This is frequently a problem in the Table of Contents and in data tables. Where possible, align numbers on the decimal point.

- **Headings/TOC**: The wording of the headings in the Table of Contents should match the wording of the headings in text and the text should be formatted according to the chosen style guide or the UWF/APA format.

- **Subsection Headings**: Keep subsection headings with the first paragraph of the text that follows it.

- **Table/Figure Lists**: The List of Tables entries must be written in title case and the List of Figures entries must be written in sentence case; both lists must match the body text.

- **Overuse of "I"**: Many style manuals, including the APA manual, now permit or prefer the use of "I" in a limited way. Use the personal pronoun only when talking about actions you have taken in the research process (e.g. "I collated the dated using…") or in a positionality statement. Do not refer to your thoughts, opinions, or arguments (e.g. "I noted in the literature…," "I believe that…," etc.). It is redundant in most cases and unnecessary. It may also suggest potential bias when used in the early chapters of your work. Keep the focus on the research itself. Do not refer to yourself as *the researcher*.

- **Missing proof of reprint/adaptation permissions**: Many student want to use photos, figures, test instruments, etc., that have been previously previously published elsewhere. You must have proof of permission to reprint the item, include a statement (Reprinted with permission, see Appendix A), and include the proof of permission in an appendix. You must also include a copyright attribution under the figure in the body text of your thesis or dissertation. Seek permission early in the process so that approval of your document is not delayed. See the tutorial in Canvas for more details.

- **Repurposing Your Own Publications**: Many students in the sciences and engineering might publish some of their work before they have completed their graduate degree. If you use part or all of an article in your dissertation or thesis, you must get permission where necessary (from the publisher and potentially the co-authors) and cite yourself when you reference the material in the body of your document. If you are incorporating a large part of or the entire article in your thesis or dissertation, you may offer a disclaimer at the beginning of the chapter to explain. If you are not the lead author and/or do not have the power to represent all of the authors, you must get permission from the coauthors. See the tutorial in the Canvas course for more details.

PREPARATION & SUBMISSION OF THE MANUSCRIPT

The submission process for the thesis differs slightly from the submission process for the dissertation, so be sure that you read through the appropriate section thoroughly to avoid any delays. Creative Writing students also have some different requirements, particularly regarding publication steps and preferences. Before you submit your manuscript, make sure you understand the procedures.

THE THESIS

Master's students on a thesis track should follow prescribed steps regarding examinations, thesis proposals, and thesis defenses according to departmental guidelines. After approval by the student's advisory committee, the student must follow the steps outlined below. Be sure that you follow each step carefully to avoid any delays in the final approval process and subsequent graduation and conferral of your graduate degree. If you know you are going to complete a thesis, but you don't yet have your committee information, request enrollment in the *Writing the Thesis* Canvas course directly by emailing the Thesis & Dissertation Coordinator. Otherwise, start with step one below.

Step 1: Complete Thesis Declaration Form

When the student first declares their choice to complete a thesis for your master's degree, they must complete the *Declaration of Thesis* dynamic form:

For Non-Single Sign On Forms (if you are not signed into my.uwf.edu):

https://dynamicforms.ngwebsolutions.com/Submit/Start/616fd108-5222-41ab-83ac-13dced1a27f1?SSO=N

For Single Sign On Forms (if you are already signed into my.uwf.edu):
https://marina.uwf.edu/pass/dynamicforms/?targeturl=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f616fd108-5222-41ab-83ac-13dced1a27f1

*This form will notify the Thesis & Dissertation Coordinator to enroll you in the mandatory Canvas course.

UNIVERSITY *of* **WEST FLORIDA**

GRADUATE SCHOOL
STUDENT DECLARATION OF THESIS

Graduate students who intend to complete a thesis as part of their master's degree must complete this form to declare their intentions to the Graduate School and provide some preliminary information. Some information might change through the course of your program, but please complete all information on this form to the best of your knowledge.

Student Information

Student's First Name:	Student's Last Name:	Student's UWF Identification Number
Graduate Program of Study	Anticipated Date of Graduation	Student Email Address

Documentation: Each discipline uses a prescribed documentation style guide. In some cases you might have a choice between options. As you prepare to complete your thesis, you must know which style guide you are using so that you get the documentation correct from the start. If you are not sure which style guide you need to use, please consult with your Thesis Committee Chair before you make your selection here.

Documentation Style Guide

If you do not see your style guide in the Dropdown menu, please select "other" and add your correct style guide information here.

-- Choose -- ▾

The thesis student is responsible for consulting the most recent *UWF Thesis & Dissertation Guide*, which is available online through the Graduate School website. Most document format items defined in this guide will not change, but on occasion, professional standards may impact the final format of the thesis document. Minor changes in required document formats that occur between the start of the student's thesis process and the final submission should not impact the success of a thesis that has been carefully written and documented.

Thesis Committee Members

Committee Chair	Chair Email	
Committee Member 1	Member 1 Email	
Committee Member 2	Member 2 Email	
Committee Member 3	Member 3 Email	

For Thesis & Dissertation Coordinator Use ONLY

Student has satisfactorily completed the Student Thesis Guide Course in Canvas and demonstrated proficiency in documentation and format. ☐

Pre-Defense Status ▾

Student Signature	_____ Date:_____	
Committee Chair Signature	Electronic Signature Pending	
Thesis & Dissertation Coordinator Signature	Electronic Signature Pending	

Step 2: Request an iThenticate Account

1. Email the Thesis & Dissertation Coordinator and request an iThenticate account. Do <u>not</u> set up the account on your own. That will delay the process and subject you to private account fees. When your account has been set up, you should receive a confirmation email with further instructions for completing the set-up.

2. Upload your document to iThenticate. iThenticate will generate a similarity score. If your score seems high, look through the results for any language that might need quotation marks or further citation information. Common discipline-specific language might be highlighted, but as long as the wording is not particular to a specific author, that sort of common-language similarity is acceptable. Make any changes and resubmit your document to iThenticate to check it again if necessary. Please exclude the bibliography/references from the similarity check in your iThenticate submission.

3. When you are ready to submit your final document to the Graduate School, share your similarity report with the Thesis & Dissertation Coordinator <u>through</u> iThenticate.

Step 3: Document Preparation

1. Make sure you have carefully proofread your document and followed the formatting requirements outlined in this guide and in your chosen documentation style guide. Your thesis should be in pristine condition and ready for publication **(free from plagiarism and major documentation and format errors and of reasonable writing quality)**.

2. As of January 2024, students have the option of submitting their document for a pre-defense review. **Enrollment in the *Writing the Thesis* course in Canvas is mandatory**. See the instructions in the Submission of Manuscript section below.

3. After your successful defense, your committee chairperson must initiate the *Completion of Thesis—Grade Change Request* form available through my.uwf.edu.

4. Include the Thesis Certification (outlined on page 10 of this Guide) as page ii of your document.

5. Save your thesis document as a PDF file and be sure you have embedded your fonts.

Step 4. Submission of the Manuscript—For both Thesis students and PhD Students

You will submit your thesis to the Graduate School through ProQuest on the ETDAdmin.com website. When you have created your account, you will receive a verification email, and **you must click on the link to verify your email and confirm the account before you proceed**. You will need the following:

- A PDF of your manuscript

- Your UWF Student ID number

- Subject categories you would select for your research (you are allowed a maximum of three (3) and will choose from a list provided).

- Keywords that would lead researchers to your manuscript (you are allowed a maximum of six [6]).

You will also be asked if you want ProQuest to file for copyright on your behalf and whether you want to purchase bound copies of your manuscript. If you do, have a credit card handy. For more tips on creating

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Creative Writing Students Only:

Because of copyright and subsequent publication concerns for original fiction, narrative nonfiction, and poetry, students seeking a Master of Arts in Creative Writing might wish to delay or limit publication in ProQuest. Follow the same steps outlined above and submit their manuscript through ProQuest with one difference:

When you submit your document through etdadmin.com, select "delay" or bar/embargo publication when asked for publication timeline. This will allow Creative Writing students to put off publication in ProQuest for up to 2 years. If, however, you would like to withhold publication altogether, include a "note to the administrator" in ProQuest and email the Thesis & Dissertation Coordinator. See "Embargo" section below. Some creative writing students choose to publish in ProQuest anyway

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your PDF for ProQuest, check out the article on "Preparing your Manuscript" on the etdadmin.com website under *Resources and Guidelines*.

Embargo/Delay Publication

Delaying release in ProQuest

I want my work to be available **in ProQuest** as soon as it is published. *

○ Yes

● No - I have patents pending, or another reason why I need to delay access to the full text of my work.

How long would you like to delay the publishing of the full text to ProQuest? * (more info)

○ 6 months ○ 1 year ○ 2 years

○ Until the following date: [   ]

   YYYY-MM-DD (leave blank to never display)

Student Notes to Administrator:

Reason for delaying release to ProQuest: *

[Select   ▾]

To delay or limit publication, answer *NO* to the prompt "I want my work available…." Then select the length of time you wish to delay publication. If you would prefer to delay publication indefinitely, choose the fill-in-the-date box and leave it blank. Then leave a note for the administrator:

**Student Notes to Administrator:
I request that this not be published.**

The administrator will stop at the "accepted" point and will not publish your document to ProQuest.

Deadlines for Submission

Deadlines for submission of the thesis to the Graduate School are updated regularly on the Graduate Thesis Submission page of the Academics & Research section of the [Graduate School website](). There are currently two timelines for graduate students submitting a thesis:

Pre-Defense Process (Optional). Students may submit their thesis for a pre-defense review up to week 9 of the semester and it must be no less than 3 weeks before their tentatively scheduled defense. Specific dates are listed on the Graduate School webpage. All students will be enrolled in the *Writing the Thesis* course in Canvas and must complete the tutorials and quizzes before submitting a document to the Graduate School for review.

All defenses must be completed no later than 6 weeks before the end of the semester to allow for revisions and final submission to the Graduate School. The pre-defense review is a quick check of documentation and document format only; it is not a close reading/review. Students who are cleared to defend after a pre-defense review may have some extended time to submit their final document after the defense. The final deadline for submission to the Graduate School is no later than 3 weeks before the end of the semester only for pre-defense approved theses. These submissions are not guaranteed approval for the semester in which the thesis is submitted for final approval, but a pre-defense review may head off the kinds of problems that typically delay approval.

For a Pre-Defense review, please email your PDF document directly to the Thesis & Dissertation Coordinator. Type *Pre-Defense Review* in the subject line of your email. In the body of your email, please state which documentation style guide you are using and the date of your defense. Pre-defense reviews will release the student for final defense and review **only** if the student completes the mandatory *Writing the Thesis* course in Canvas with at least 90% on all quizzes.

Traditional Submission. Students who do not choose the Pre-Defense route must submit their final document to the Graduate School for approval no later than week 10 of the semester (specific dates are listed on the Graduate School webpage). All submissions are read in the order in which they are received. Students must upload their document to etdadmin.com (ProQuest) as a PDF document

according to the steps listed above. The thesis should be in publishable condition **(free from plagiarism and major documentation and format errors and of reasonable writing quality).** Any thesis submitted after this deadline without a pre-defense review will automatically be assigned to the next semester/session for review, and the student should register for the required thesis credit hour for the next semester/session.

<mark>*If you did not submit your thesis for a Pre-Defense review, you <u>must</u> submit by the traditional deadline to have your thesis read for that semester's approval and graduation.</mark>

THE DISSERTATION

The University of West Florida currently has three doctoral programs, the EdD in Curriculum & Instruction, the EdD in Instructional Design and Technology, and the PhD in Intelligent Systems & Robotics. The process for submitting the dissertations in the School of Education is slightly different than the process for dissertations submitted from the College of Science and Engineering, so pay close attention to the steps in each section. Further information for EdD students follows the general information below.

Step 1. Request an iThenticate Account

1. Email the Thesis & Dissertation Coordinator and request an iThenticate account. Do **<u>not</u>** set up the account on your own. That will delay the process and subject you to private account fees. When your account has been set up, you will receive a confirmation email with further set-up instructions.

2. Upload your document to iThenticate. iThenticate will generate a similarity score. If your score seems high, look through the results for any language that might need quotation marks or further citation information. Common discipline-specific language might be highlighted, but as long as the wording is not particular to a specific author, that

sort of common-language similarity is acceptable. Make any changes and resubmit your document if necessary. Please exclude the bibliography/references from your iThenticate submission.

3. Share your similarity report with the Thesis/Dissertation Coordinator through iThenticate.

Step 2a. Document Preparation (PhD in Robotics ONLY)

1. Make sure you have carefully proofread your document and followed the formatting requirements outlined in this guide and your chosen documentation style guide. Your dissertation should be in pristine condition and ready for publication **(free from plagiarism and major documentation and format errors and of reasonable writing quality)**. PhD students in Robotics are welcome to enroll in the *Writing the Thesis* course in Canvas by contacting the Thesis & Dissertation Coordinator. This course contains valuable tutorials on documentation, format, reprint permissions, and other information.

2. **Pre-Defense Option:** Like thesis students, PhD students may choose to submit their document for a pre-defense review. Follow the instructions in the Thesis submission for Pre-Defense reading information under *Deadlines* below.

3. After your defense, your committee chairperson must initiate the *Dissertation Completion and Defense Verification* form available through MyUWF.

4. Include the Digital Verification page (outlined on page 10 of this Guide) as page ii of your document.

5. Save your document as a PDF file. Be sure you have embedded your fonts.

You will submit your dissertation to the Graduate School through ProQuest on the ETDAdmin.com website. When you have created your account, you will receive a verification email, and **you must click on the link to verify your email and confirm the account before you proceed**.

You will need the following:

a. A PDF of your manuscript

b. Your UWF Student ID number

c. Subject categories you would select for your research (you are allowed a maximum of three (3) and will choose from a list provided).

d. Keywords that would lead researchers to your manuscript (you are allowed a maximum of six [6]).

e. You will also be asked if you want ProQuest to file for copyright on your behalf and whether you want to purchase bound copies of your manuscript. If you do, have a credit card handy. For more tips on creating your PDF for ProQuest, check out the article on "Preparing your Manuscript" on the etdadmin.com website under *Resources and Guidelines*.

Step 2b. For EdD Students Only:

EdD students will work through the Doctoral Support Center (DSC) before submitting their dissertation to the Graduate School. Follow the document preparations steps described above before you submit your document to the Doctoral Support Center.

- Use the template provided to you in the UWF Education Doctorate Canvas Course. You should request access to this course before you begin work on your dissertation.

- When your dissertation has been defended, you will submit your document to the DSC. Be sure you pay attention to their deadlines as they are different from those of the Graduate School. At this point, your dissertation committee chair should submit the *EdD Dissertation Completion and Defense Verification* form.

- When you have made any revisions requested by the DSC, resubmit your document to the DSC, who will then submit your dissertation as a PDF file to the Graduate School via dissertations@uwf.edu. The Dissertation Coordinator will review the dissertation and will respond to the candidate and the DSC with further revision requests and/or notice of final approval.

Deadlines for Submission and Publication

Deadlines for submission of all dissertations (PhD and EdD) to the Graduate School are updated regularly on the Graduate Dissertation Submission section of the Academics & Research section of the Graduate School website. Students who wish to participate in graduation at the end of the respective semester must send their polished document to the Graduate School by the *Commencement Participation* deadline listed on the webpage cited above. UWF is currently transitioning to a new process for those who prefer some extra time to submit over walking at graduation.

PhD (Robotics) students may request a pre-defense reading by emailing the Thesis &

Dissertation Coordinator any time up to week 9 of the semester. The subject line should read *PhD Pre-*

Defense Review Request. Include the dissertation as a PDF document attachment. When the student has

met the requirements for defense, they may have until week 13 to submit their final publishable document

(**free from plagiarism and major documentation and format errors and of reasonable writing**

quality).

If a PhD student chooses not to get a Pre-Defense review, they must submit their dissertation via

etdadmin.com according to the week 10 deadline (able to participate in graduation) and week 13 deadline

(degree conferral only) deadlines.

EdD Submission Deadline. EdD students seeking to defend their dissertation are required to

obtain clearance by the pre- and post-defense DSC reviews and submit their publishable dissertation (**free**

from plagiarism and major documentation and format errors and of reasonable writing quality) to

the Graduate School no later than Week 8 of the semester for commencement participation or week 12 for

degree conferral. This has not changed. EdD students will submit their document via the DSC as in the

past. The Graduate School will review the manuscript as usual, with the goal of approval for that

semester.

A later deadline of week 13 is a new degree conferral option for PhD and EdD students who

submit a successfully defended and publishable dissertation (**free of plagiarism and major**

documentation and format errors and of reasonable writing quality) to the Graduate School on or

before the week 10 due date; however, there is no guarantee that the Graduate School will be able to

approve the dissertation in time for degree conferral if there are substantial errors. If the dissertation does

not meet the minimum requirements, the student may have to enroll in dissertation credit hours the

following semester.

For the later Graduate School Review deadline, EdD doctoral students must submit their

publishable dissertation (**free of plagiarism and major documentation and format errors and of**

reasonable writing quality) to the DSC for the pre-defense review at least three (3) weeks before the anticipated date of defense. Once the dissertation has cleared the pre-defense review, the student will be cleared by the DSC to defend their dissertation. Following the defense, students will proceed to submit the manuscript to the DSC for the post-defense review. The dissertation must clear the DSC's post-defense review and the <u>final, publishable</u> dissertation must be submitted to the Graduate School no later than 3 weeks before the end of the semester.

Students who miss the <u>Commencement Participation</u> deadline may still submit their polished document by the Degree Conferral deadline to meet the requirements for final conferral of their degree at the end of the designated semester, though they will not be eligible to walk at the graduation ceremony. Students who submit their materials after the deadline will automatically be assigned to the next semester/session for review, and the student should register for the dissertation credit for the next semester/session. Because the summer session is so condensed, there is only one deadline for submission. Any submissions after that date will be reassigned to the fall semester for review.

Please note that documents that are submitted with significant writing errors, insufficient or incorrect documentation, or significant formatting issues may be returned for further revisions before the Graduate School can approve them. If a document is returned for extensive/substantive revisions, it may delay the final approval and subsequent date of degree conferral.

WHAT HAPPENS AFTER SUBMISSION?

Master's students on a thesis track and doctoral students should follow the prescribed steps regarding examinations, research/thesis proposals, and defense according to department guidelines. After the thesis or dissertation student has completed their defense, gained approval from their advisory committee and department chairperson, and submitted their document according to the steps outlined in the previous section, the Graduate School will begin the process of reviewing the manuscript. It is the

responsibility of the thesis or dissertation author and their advisory committee to ensure that the manuscript is a quality product that conforms to the formatting guidelines outlined in this guide <u>prior</u> to submission.

THE REVIEW AND PUBLICATION PROCESS

1. After the thesis or dissertation has been submitted, the Thesis and Dissertation Coordinator will confirm receipt of the submission and then review the manuscript to ensure that it adheres to the UWF Style Guide and the discipline-specific style guide elements. **It is not the responsibility of the Thesis and Dissertation Coordinator to serve as a proofreader and to perform extensive editing of grammar, spelling, punctuation, writing style, and so forth. A graduate thesis or dissertation that shows need of extensive editing will be returned via email and the degree candidate will be required to resubmit a revised document. Manuscripts that are returned because of extensive errors will not be reviewed for the current semester if the final submission deadline has passed.**

2. After the Thesis and Dissertation Coordinator has completed the review, the student will receive notification via email with further instructions for revisions (if necessary) and information about next steps. Some revisions are minimal but critical and will require attention and resubmission before final approval can be granted.

3. With the assistance of the advisory committee, the student will make the revisions requested by the Thesis and Dissertation Coordinator. Then the student should submit the revised manuscript to ProQuest (in the case of the thesis) or to the DSC in the case of the EdD dissertation. Revised manuscripts should be submitted as quickly as possible to minimize possible delays in graduation.

4. If no major problems are found in the resubmitted (or original) manuscript, the Graduate School Thesis and Dissertation Coordinator will sign the dynamic *Completion of Thesis* or PhD or EdD *Dissertation Completion* form and send the manuscript and documentation on to the Dean of the

Graduate School for final approval. The Dean will review the documents and, barring any significant need for further revision, will sign the final approval, and the Thesis/Dissertation Coordinator will notify the student, the committee chairperson, and the department chairperson of the approval of the student's manuscript.

5. Upon approval of the final manuscript, dissertation students will receive instructions on how to prepare and upload their polished document in ProQuest. If revisions were required for a thesis student, the student should <u>replace</u> the existing document in ProQuest with the revised document. The ETD administrator will then send the document for final publication in ProQuest (unless the student requests a delay of electronic posting—this information is part of the questionnaire the student completes upon initial submission to ProQuest). While your copyright is safe in ProQuest, you may choose to embargo publication or withhold it altogether. In this case, leave a note for the administrator in ProQuest and email the Thesis & Dissertation Coordinator. Submission of the approved copy of the thesis or dissertation provides the final clearance for processing the Grade Change form for the granting of the degree.

6. The approved thesis or dissertation will then be forwarded to the John C. Pace Library to be produced and held in the University of West Florida archives.

Use of Theses and Dissertations

Unless special arrangements to the contrary are made, the Director of the John C. Pace Library is granted full discretion in the use of theses and dissertations for research purposes, including photographic copying and interlibrary loan. Master's theses and doctoral dissertations will be electronically archived in ProQuest. The student may elect to restrict access to the thesis or dissertation as outlined on the ProQuest website. Students can purchase their own bound copies through ProQuest or find their own binder. Unless expressly approved by the student author, theses submitted for a Master of Arts in Creative

Writing will not be published through ProQuest but will remain embargoed and will be maintained in the University of West Florida archives.

A Note on Publishing: Journals and Books

As a rising scholar and professional in your discipline, you will most likely be compelled to publish all or parts of your thesis or dissertation. Be aware, however, that not all publishing houses or journal publications are created equally. Most of the best publications are sponsored by university presses or scholarly and professional organizations whose articles or books are selected by an editorial board and are guided to press by those board members; "peer refereed" is a key phrase you should become familiar with.

Also, most often, reputable publishers will issue "calls for proposals" or "calls for papers" without any guarantee of publication. With the proliferation of technology, and thus publication options and ways to develop potential clients, graduate students are increasingly becoming targets of less-than-reputable publishers. If you receive an invitation to publish, do your homework and investigate the publisher. If you're not sure about a publication or publisher, your thesis or dissertation director and professors can help you evaluate a potential resource in your field and recommend quality resources. It's exciting to see your name in print; just make sure it's on a quality publication.

CHECKLIST FOR FORMAT

All Pages

- ❏ 1.0" all margins
- ❏ Double-spaced throughout (exceptions only with specific style guides)
- ❏ Page numbers are in the correct format—Roman numerals for preliminary pages; Arabic for body text beginning with 1; same font as the text)
- ❏ Page numbers are positioned according to the instructions on pages 16–17 of this guide
- ❏ Running text is left-aligned
- ❏ Tables are left-aligned; Figures are left-aligned or centered according to the chosen style guide
- ❏ Headings are used consistently and formatted correctly according to the style guide or this guide
- ❏ All chapters, main pages, etc. begin on a new page

Title Page

- ❏ Title is in ALL CAPS, double-spaced, inverted pyramid style
- ❏ Full legal name is used
- ❏ The University of West Florida appears (see sample pages)
- ❏ Proper department, college, and year are listed
- ❏ No pagination visible but counts as page i for preliminary pages

Copyright page (optional)

- ❏ Heading appears in title case, centered, bold face
- ❏ No pagination visible but counts as pages ii and iii of preliminary pages

Certification/Verification Page (formerly signature page)

- ❏ Names each committee member including their terminal degree (PhD, MFA, etc.)
- ❏ Proper names and titles are used for department, college, university
- ❏ Date is properly aligned
- ❏ Follows the format and language laid out in this Thesis/Dissertation Guide
- ❏ No pagination shown but counts as page ii (or iii) of preliminary pages

Dedication and Acknowledgement pages (optional)

❏ **Dedication** is in title case, boldface, and centered at the top of the page. Text for the dedication is centered vertically and appears in italics, plain typeface

   Acknowledgments is in title case, centered, boldface, and spelled correctly

❏ Double-space after **Acknowledgments**

❏ Indent paragraphs

❏ Visible Roman numeral page numbering begins (continuing consecutively from previous pages)

Table of Contents Page(s)

❏ **Table of Contents** is in title case, bold face, centered

❏ Double-spaced after **Table of Contents**

❏ Uses the proper format for dot leaders

❏ Unless otherwise instructed, only first and second level headings must be listed in the Table of Contents (TOC), and they must match heading text in the body text word-for-word.

❏ Page numbers are correct and matched to the content

❏ Page numbers are aligned at right margin

List of Tables page

❏ **List of Tables** is in title case, bold face, and centered

❏ Double-space after **List of Tables**

❏ Table numbers aligned on decimal (where applicable)

❏ Proper format for dot leaders

❏ Page numbers are correct and matched to titles

❏ Titles on list are identical to titles in text

❏ Uses title case

List of Figures page

❏ **List of Figures** is in title case, bold face, and centered

❏ Double-space after **List of Figures**

❏ First sentence only of caption is used, in sentence case, and identical wording to captions in the text

❏ Page numbers are correctly matched to the text content

❏ Page numbers are aligned to the right margin

Abstract

❏ **Abstract** is in title case, bold face, and centered

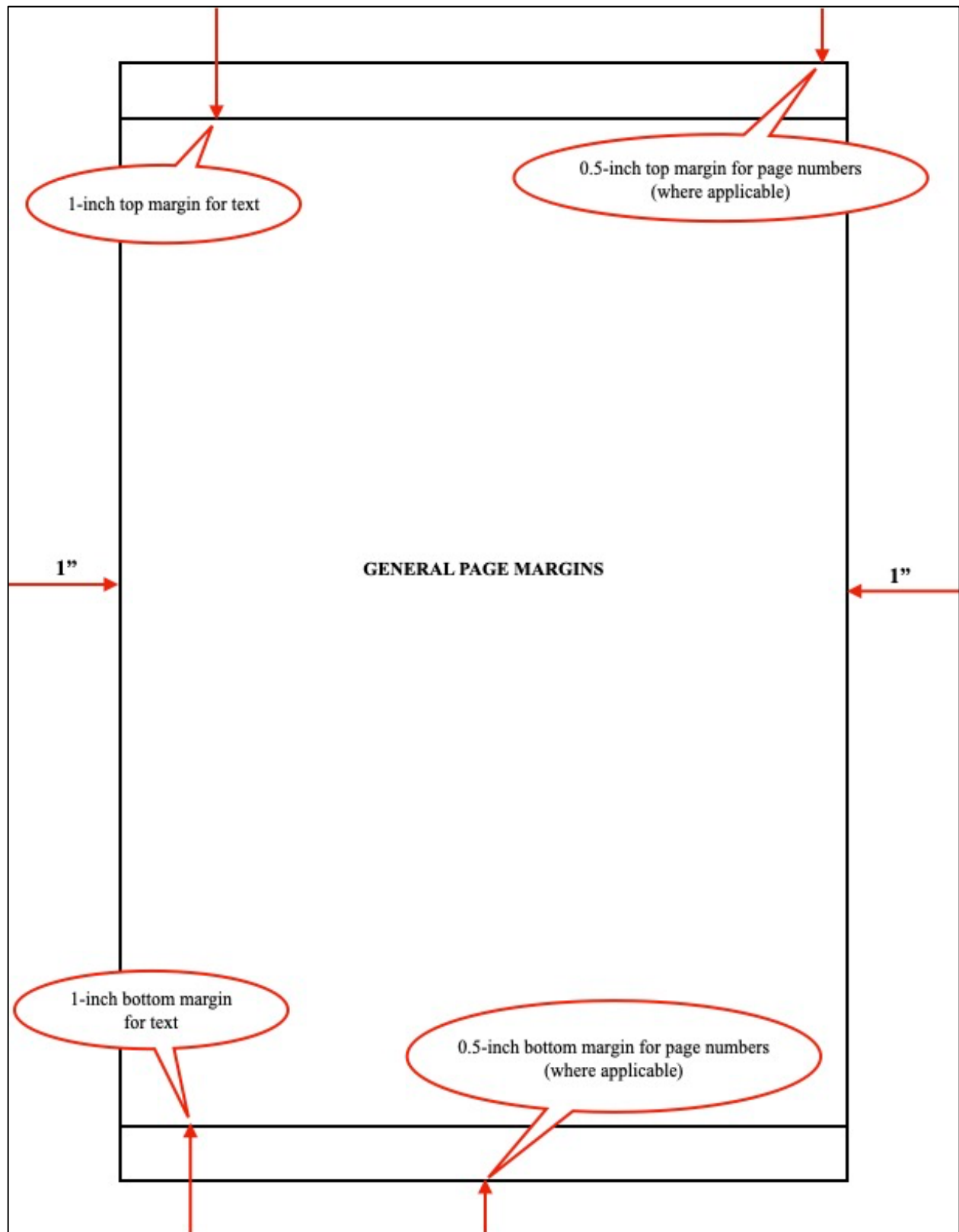❏ Double-spaced after **Abstract**

❏ Abstract text does not exceed 250 words

Reference Pages

❏ **References (or Works Cited or Bibliography)** is in title case, bold face, and centered on the first page of the section

❏ Source entries are listed in alphabetical order (or numerically according to the *IEEE* style guide in the case of Engineering/Mathematics students)

❏ References in the in-text citations match those listed on the References pages (carefully check spelling and publication dates to make sure they are identical)

❏ All references listed are found in the text and cited according to the chosen style guide

❏ All references cited in the body text have a corresponding source on the References page

SAMPLE PAGES

GENERAL MARGINS

1-inch top margin for text

0.5-inch top margin for page numbers
(where applicable)

1" **GENERAL PAGE MARGINS** 1"

1-inch bottom margin
for text

0.5-inch bottom margin for page numbers
(where applicable)

ALL CAPITALS

DEFINITION OF STYLE: AN ANALYSIS OF THE GRADUATE

PAPER DESIGN

Double-Spaced

Title in inverted pyramid style

Centered horizontally and double-spaced

By

Jane Alice Miller

Full legal name

B.A., Saint Mary's College, 1995

Centered vertically between the main title and the bottom text

A thesis submitted to the Department of English
College of Arts and Sciences
The University of West Florida
In partial fulfillment of the requirements for the degree of
Master of Arts

Single-spaced

2021

Double-spaced

1.0 inch margin

Standard copyright notice centered vertically and horizontally on the page

No visible page number

SAMPLE THESIS CERTIFICATION PAGE

THESIS CERTIFICATION

[Student name] defended this thesis on [day month year]. The members of the thesis committee were:

[Name, PhD (or terminal degree)]	Committee Chair
[Name, PhD (or terminal degree)]	Committee Member
[Name, PhD (or terminal degree)]	Committee Member

Accepted for the Department:

[Name, PhD (or terminal degree)]   Chair   Department of

The University of West Florida Graduate School verifies the names of the committee members and certifies that the thesis has been approved in accordance with university requirements.

Dr. Kuiyuan Li, Dean, Graduate School

*Brackets indicate placeholders for actual names and information.

SAMPLE DISSERTATION PhD TITLE PAGE

Title in all capitals

Double-spaced

DOCTORAL STYLE: AN ANALYSIS OF THE GRADUATE

DISSERTATION DESIGN

Inverted pyramid style

Full legal name

By

Centered vertically and horizontally and double-spaced

Elizabeth Jane Hibbit

M.S., University of Georgia, 2008

B.S., Saint Mary's College, 1995

Degrees in reverse chronological order

A dissertation submitted to the Department of Intelligent Systems & Robotics

in partial fulfillment of the requirements for the degree of

Doctor of Philosophy

UNIVERSITY OF WEST FLORIDA

COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES

August, 2021

Double-spaced

1-inch margin

SAMPLE DISSERTATION in PRACTICE TITLE PAGE

Title in all capitals

Double-spaced

DOCTORAL STYLE: AN ANALYSIS OF THE GRADUATE

DISSERTATION DESIGN

Inverted pyramid style

Full legal name

By

Centered vertically and horizontally and double-spaced

Elizabeth Jane Hibbit

M.S., University of Georgia, 2008

B.S., Saint Mary's College, 1995

Degrees in reverse chronological order

A dissertation in practice submitted to the Department of Instructional Performance and

Technology

in partial fulfillment of the requirements for the degree of

Doctor of Education

UNIVERSITY OF WEST FLORIDA

COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES

Double-spaced

August, 2021

1-inch margin

SAMPLE DISSERTATION C & I TITLE PAGE

Title in all capitals

Double-spaced

DOCTORAL STYLE: AN ANALYSIS OF THE GRADUATE

DISSERTATION DESIGN

Inverted pyramid style

Full legal name

By

Centered vertically and horizontally and double-spaced

Elizabeth Jane Hibbit

M.S., University of Georgia, 2008

B.S., Saint Mary's College, 1995

Degrees in reverse chronological order

A dissertation submitted to the Department of Curriculum and Instruction

in partial fulfillment of the requirements for the degree of

Doctor of Education

UNIVERSITY OF WEST FLORIDA

COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES

August, 2021

Double-spaced

1-inch margin

SAMPLE DISSERTATION VERIFICATION

The dissertation of [Student Name], titled This Candidate's Amazing Dissertation, is approved:

Jerry Johnson, EdD, Committee Member

Giang-Nguyen Thi Nguyen, PhD, Committee Member

Hongwei Yang, PhD, Committee Chair

Accepted for Department of Educational Research and Administration:

Diane Scott, PhD, Interim Chair

Accepted for College of Education and Professional Studies:

William Crawley, PhD, Dean

Accepted for the University of West Florida:

Kuiyuan Li, PhD, Dean, Graduate School

SAMPLE ACKNOWLEDGMENT PAGE

Acknowledgments

The germ of the idea for this thesis grew out of a discussion in a seminar conducted by Dr. Pearl Howard in the Spring of 1998. Although I am responsible for the conclusions, members of the seminar share credit for the ideas.

In addition to my committee members, several people have been especially helpful to me in my research. Dr. Adam Arbogast, Vice President for Academic Affairs, generously supported my travel to the National Archives. The staff at the Archives was both patient and creative in helping me find material that did not easily fit their filing system. Ms. Mary Brackett at the Archives provided telephone consultation several times after I returned home.

My family has been supportive, not just tolerant, of my return to graduate school. They are as pleased as I am that my thesis is finished. They know that I am grateful to them for their support, but I take this opportunity for a public acknowledgment of my debt to them.

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SAMPLE TABLE OF CONTENTS

1.0-inch margins
all the way around

page numbers are right-justified

Table of Contents

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SAMPLE LIST OF TABLES

1-inch Margins

Title case, bold, centered

List of Tables

Page numbers are right-justified

Roman numeral page number

vii

SAMPLE LIST OF FIGURES

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Title case, bold, centered

List of Figures

Right-justified

Roman numeral

viii

SAMPLE ABSTRACT PAGE

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Abstract

To test the hypothesis that breadth of cognitive categories is asymptotic at middle age and no decline until the eighth or ninth decade of life, the Albrecht Test was administered to 20 subjects at each decade of age, beginning with the second and ending with the ninth (ages 10 to 80). In addition, 10 subjects were selected at ages 70 and 80 for whom scores were available from a study 10 years earlier, providing limited within-subjects data. When IQ was held constant, results from both cross-sectional and longitudinal samples supported the hypothesis. The discrepancy between these results and those of others appears to be due to methodological problems in the earlier studies.

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Roman numeral

x

SAMPLE CHAPTER PAGE

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Double-spaced

Chapter 1: Introduction

Although standard forms had been developed for pension applications and bounty warrants for military service in the Revolutionary War, the War of 1812 and the Indian Wars, the explosion in pension paperwork occurred after the Civil War. There were standard forms for medical examination, for the veteran's statement of disability, for depositions about the service of a veteran who had lost his discharge papers, for ages of dependent children, for a widow's claim, etc. There were even forms for deposition about the moral character of a widow.

In 1850 and 1860, approximately 20% of the population of the United States over 20 years of age reported themselves to be illiterate (Folger and Ham, 1960). One can assume that these self-reported assessments were an overstatement of fluency in reading and writing. Predictably, in this situation—pages and pages of reading and writing to be done by people who could not read and write—a pension.

Arabic page numbers begin

1

SAMPLE REFERENCES PAGE (APA)

1-inch Margins

Title case, bold, centered*

References

Liu, Y., Shen, J., Warren, W. J., & Cowart, L. E. (2006). Assessing the factorial structure of high

Hanging indent

school history teachers' perceptions on teaching American history. *Teacher*

Development, *10*(3), 379–391. https://doi.org/10.1080/13664530600922583

Nguyen Thi The, B., & Truong Trung, P. (2019). Integrated method for teaching History in high

school. *Journal of Science Educational Science*, *64*(2A), 233–239. https://doi.org/

Double-spaced, no extra lines between entries

10.18173/2354-1075.2019-0041

Watson, W. R., Mong, C. J., & Harris, C. A. (2011). A case study of the in-class use of a video

game for teaching high school history. *Computers and Education*, *56*(2), 466–474. https://

doi.org/10.1016/j.compedu.2010.09.007

Sources appear in alphabetical order

*Use the term prescribed by your chosen style manual (e.g., Works Cited (MLA); Bibliography (CMOS), etc.) Your entry format might also differ from this example, especially if you are using another style guide from a different discipline like engineering or biology.

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**See your chosen style guide (e.g. IEEE, SHA, SAA, etc.) for specific format.

SAMPLE APPENDICES (WITH HEADER PAGES)

Title case, bold, centered

Appendices

Title case, bold, centered

Appendix A: Informed consent

1-inch margins on all pages

Subject Information and Consent Form

A Phase 3, Double-Blind, Placebo-Controlled Study of Maintenance Pemetrexed plus Best Supportive Care versus Best Supportive Care Immediately Following Induction Treatment with Pemetrexed + Cisplatin for Advanced Non-Squamous Non-Small Cell Lung Cancer

Qualified Investigator: [Insert name and contact information]
Sub-Investigator(s): [Insert name(s) and contact information, if required]
Sponsor: **Eli Lilly Canada Inc.**

Introduction
You are being invited to take part in a research study *(also called a clinical trial)*. This research will study a drug known as pemetrexed (Alimta®). It is your choice if you want to be in this study or not. Research studies are different from regular care. Research studies are ways of finding out new information that might help other people with similar conditions or illnesses to yours. This form explains why we are doing the study, and how the treatment that is being offered to you is different from regular care. It tells you what will happen during the study. It also tells you about any inconvenience, discomfort or risk with this study. It also gives you a complete description of the treatment offered. This information will help you decide whether you wish to be part of the study.

What Is The Purpose of The Study?
The main reason for doing this study is to help answer the following research question:
- Whether the administration of pemetrexed as a maintenance treatment will improve upon therapy you initially received (pemetrexed in combination with cisplatin) and will prevent your cancer from growing or recurring.

Who Can Take Part In The Study?
To take part in this study you must have the diagnosis of unresectable, locally advanced, stage IIIB or stage IV, non-squamous non-small cell lung cancer. The study doctor or study staff has discussed with you the requirements for being in this study. It is important that you are completely honest with the doctor and staff about your health history. You should not take part in this study if you do not meet all requirements.

You cannot participate in this study if:
- You have an active infection or other serious condition such as cardiac disease
- You have had another malignant cancer less than five years ago
- You take aspirin or aspirin like medication that you are unable to stop taking for a few days during each cycle of therapy
- You are unable or unwilling to take folic acid, vitamin B12 and dexamethasone or other corticosteroids medication.
- You have had a yellow fever vaccination within the last 30 days or plan to have it.

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Version: 26-October-2009
Confidential

Page number

100

Page number

101

Page number

99

The inset pages above show the format of the actual appendix pages that follow the section header page. First comes the appendix title page, then the item. Remember you might have to make an image/item smaller to fit it on the page and the page numbers should continue through your appendices.

SAMPLE APPENDICES (WITHOUT HEADER PAGES)

Title case, bold, centered

Appendices

Title case, bold, centered

Appendix A: Informed consent

Subject Information and Consent Form

A Phase 3, Double-Blind, Placebo-Controlled Study of Maintenance Pemetrexed plus Best Supportive Care versus Best Supportive Care Immediately Following Induction Treatment with Pemetrexed + Cisplatin for Advanced Non-Squamous Non-Small Cell Lung Cancer

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Sub-Investigator(s):   [Insert name(s) and contact information, if required]
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▪ You have had a yellow fever vaccination within the last 30 days or plan to have it.

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Version: 26-October-2009

1-inch margins on all pages

Page number

100

Page number

99

This option gives a single header page if you have more than one appendix. Then each appendix is labeled at the top and includes the content right on that same page (as in the inset image above).