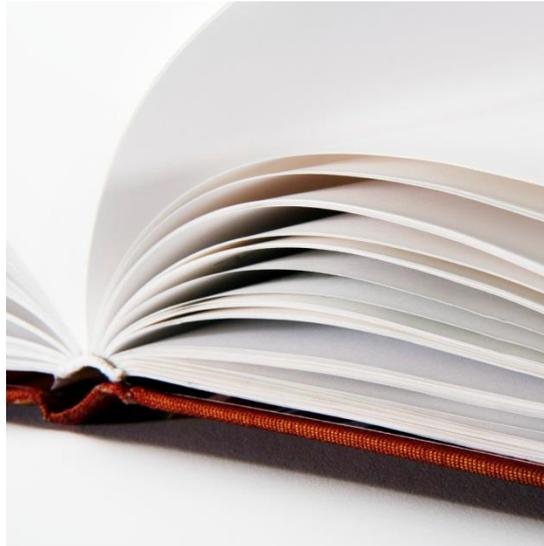


University of Wisconsin – Eau Claire

**THESIS
MANUAL**



Office of Graduate Studies

Dr. Michael R. Wick, Graduate Dean

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Schofield 210

7th Edition (March 2015)

This manual is also available online: <http://www.uwec.edu/Graduate/forms/>

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Definition of Thesis

The-sis /n (L, Gk, lit., act of laying down, fr. Tithenai to put, lay down): a position or proposition that a person (as a candidate for scholastic honors) advances and offers to maintain by argument. It is an extensive original research paper/creative project that should result in a significant contribution to knowledge in one's area of expertise.

This manual is designed to assist you and your adviser in meeting the thesis format requirements established by the Graduate Council of the University of Wisconsin-Eau Claire. Your paper must be written in English and prepared according to the instructions outlined in this manual. In addition, it must meet any other requirements your department may specify.

A variety of style manuals are available to assist students in writing their thesis (see Style Guides section). If any points in the style manual you select differ from any rules in this manual, the rules in this guide take precedence.

The minimum specifications delineated in this manual must be met in order for a thesis to be accepted by the Dean of Graduate Studies. Projects not meeting these specifications will not be accepted. Do not wait until your thesis has been completed to determine compliance with standards and requirements.

Please do not use earlier theses as style and format models as they may not reflect current standards and/or requirements.

Forms and Deadlines

All forms mentioned in this manual may be downloaded from the Graduate Studies website: <http://www.uwec.edu/Graduate/forms/index.htm>. The timetable of important dates and deadlines may be found under the News tab: <http://www.uwec.edu/Graduate/news/datesdeadlines.htm>.

Need Help?

If you run into formatting issues with your paper, please contact the Building Information Technology Skills (BITS) office. BITS provides a variety of software training and support for our students and faculty. The BITS phone number is 715-836-5157, and email is training@uwec.edu. They have also created a helpful step-by-step guide and video tutorials on the pagination of your paper on the LTS Online Help website. Please refer to the Pagination section of this manual.

If you run into technical difficulties, you may call the Help Desk at 715-836-5711, or email helpdesk@uwec.edu, or stop by their office in Old Library 1106.

If you have specific questions about the format of your thesis that are not answered in this manual, please call Graduate Studies at 715-836-2721, graduate@uwec.edu, or Schofield 210.

Suggested Sequence of Events*

**This is a general guide. Please check with your Program Director regarding the sequencing of events. Your department/program may have additional steps that need to be followed.*

1. Select thesis adviser and topic
2. Select thesis committee members (See “Selection of a Thesis Committee”)
3. Prepare proposal and Institutional Review Board for the Protection of Human Subjects in Research (IRB) forms and/or Institutional Animal Care and Use Committee (IACUC) forms, if required (see next page)
4. Distribute proposal, IRB and IACUC forms to thesis adviser
5. Revise proposal, if necessary
6. Obtain approval from the appropriate college or department IRB or IACUC, if applicable
7. Submit proposal to University-wide IRB or IACUC, if applicable
8. Revise proposal, if necessary
9. Obtain IRB or IACUC approval again, if revision was necessary
10. Present proposal to committee
11. Revise proposal, as necessary
12. Conduct project as approved
13. Consult with thesis adviser (and committee), as needed
14. Prepare draft of thesis (See “Thesis Submissions Options”)
15. Submit draft to thesis adviser
16. Revise, as necessary
17. Distribute final draft to thesis committee well in advance of the date of your oral defense
18. Complete [Notice of Oral Examination/Defense form](#). Obtain signature from thesis adviser and submit form to Graduate Studies at least 14 days prior to oral defense.
19. Take oral defense (in compliance with timetable for appropriate term)
20. Revise thesis, as necessary
21. Complete and sign [Thesis Dissemination Consent Form](#)
22. Obtain required signatures from thesis committee on all copies of your Approval Page, Abstract, and Warrant of Completion (The final number of copies will depend on the method you selected for submitting your thesis.)
23. Department sends signed [Warrant of Completion](#) to Graduate Studies
24. Submit unbound copy(ies) of your final thesis to Graduate Studies for the Graduate Dean’s approval and signature (in compliance with timetable for appropriate term)
25. Take thesis to a bindery, if required to submit hard bound copies (See Appendix C)
26. Return TWO bound copies to Graduate Studies, if required to submit hard bound copies (in compliance with timetable for appropriate term)
27. At the end of the semester/term, Graduate Studies will submit all hard bound AND unbound copies of the theses to UW-Eau Claire’s McIntyre Library. The hard bound copies will be cataloged and placed on the shelves of the library, and the unbound copies will be digitized and cataloged with the library, and then uploaded to Minds@UW, unless an embargo time was specified on the Thesis Dissemination Consent Form.

Selection of a Thesis Committee

A student should select topics related to their discipline and conduct some preliminary library research on the topic. Once the student has some idea of the research topic, they should arrange a meeting with a graduate faculty member from their department whom they wish to have as their committee chairperson. If the faculty member agrees to serve as chair, the student and committee chair may discuss a timeline for the completion of the steps involved in the thesis process.

A thesis committee must consist of at least three graduate faculty members. The committee must include the student's thesis adviser with graduate faculty standing, a committee chair (typically thesis adviser) with graduate faculty standing, an external faculty member (from a department other than the student's program of study) with graduate faculty standing.

Faculty with full/permanent graduate faculty status and who are eligible to advise theses are listed in the program section of the Graduate Catalog. If the faculty member that you wish to work with is not listed in the Graduate Catalog, please contact Graduate Studies. It is possible that the faculty member was added after the catalog was printed, and some faculty members are eligible for "temporary" graduate faculty status.

Protection of Human Subjects (IRB)

Institutional Review Board (IRB) approval must be obtained before data collection begins if the proposed research project involves the use of human subjects. Federal law and university policy require that research projects involving human subjects be designed to protect the rights of the subjects. Each proposal involving human subjects and its provisions for their protection must be reviewed and approved by the IRB. Examples of projects that must be reviewed by the IRB include the following: (a) survey research, (b) personal interviews with subjects, (c) collection of laboratory data from subjects, (d) collection of data from agency records, and (e) sampling body fluids, etc. The IRB review will determine that the rights of human subjects are protected and that appropriate methods for obtaining informed consent will be utilized. Further information and instructions for the required UW-EC on-line human subjects protection tutorial, and the electronic process for submitting IRB proposals, are available at the IRB website, <http://www.uwec.edu/ORSP/IRB/index.htm>.

Use of Animals in Research (IACUC)

Use of vertebrate animals in either field or laboratory activities must be reviewed and approved in advance by the Institutional Animal Care and Use Committee (IACUC). Copies of the IACUC Guide and application materials for vertebrate animal research can be found online at the website for the Office of Research and Sponsored Programs at <http://www.uwec.edu/ORSP/IRB/IACUC.htm>.

Preparation of the Thesis

Thesis Quality and Content: The thesis must meet acceptable standards of quality, in both content and form, as determined by the thesis adviser before it is approved by the student's examining committee.

Style Guides: Your department may have a specific style manual to follow, so please consult with your adviser or program director prior to writing your paper. The most commonly used style manuals include the following: William Campbell, Steven Ballou and Carole Slade, *Form and Style: Theses, Reports, Term Papers*, Houghton Mifflin Co., Boston, most current edition; Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, University of Chicago Press, Chicago, most current edition; *The Publication Manual of The American Psychological Association*, Washington, D.C., The American Psychological Association, most current edition; and *MLA Handbook for Writers of Research Papers, Theses and Dissertations*, New York, The Modern Language Association of America, most current edition. It is mandatory that one approved style guide be used consistently throughout the entire thesis.

Paper Quality: White, high quality (at least 20 pound bond), acid free, 8½" x 11" paper must be used for the final copies required by Graduate Studies, if you select to submit two hard bound copies. High quality paper is needed for the hard bound copies since they are permanently shelved in the library. However, if you select to digitize and upload your paper, then the single unbound copy submitted to Graduates Studies does not need to be printed on high quality paper, but it must still be white, 8½" x 11" paper.

Typographic Style (Font): One font style and size must be used throughout the paper. The preferred font style and size for most programs is Times New Roman at 12 point; the minimum is 10 point. Lettering in photo-reductions of charts, maps, or other figures should be a minimum of 9 point and should be clearly visible to the reader. Italicized type may be used for appropriate parts of the paper. All textual material should be double-spaced; long quotations and footnotes may be single-spaced.

Print: Printing should single-sided only and with dark black ink. The final signed copies should be laser printer quality. Inkjet and dot matrix printing are not acceptable.

Margins: The margins for the text of the thesis must be one inch at the top, bottom, and right margins, and a 1.5 inch left margin. However, the text for the title page, all preliminary pages, and appendices should start 2" from the top of the page.

All information, including titles, footnotes, and illustrations must conform to the margins specified (except for the page numbers—see Pagination). Large plates, charts, and other special pages must be reduced, when possible, so that they fit within the prescribed margins. However, any notations or writing on them must be easily legible. When plates larger than 8½" x 11" cannot be reduced, refer to the section entitled "Oversized Material" for directions.

Color: Color may be used in figures, charts, graphs, drawings, diagrams, and photographs. Otherwise, colored paper and color-enhanced headings, text, and borders should not be used.

Corrections and Markings: Corrections with pen or pencil are not acceptable.

Pagination: Each page in a thesis must be assigned a number. For the preliminaries (pages preceding the body of the paper), lower case Roman numerals (e.g., i, ii, iii, iv, etc.) are placed at the bottom center one inch from the bottom of the page. The title page counts as page i, but the number should not appear on the page. The approval page (with original signatures) is page ii, and it is the first page number that should appear in your thesis.

The pages in the body of the thesis, including text, references, and appendices are numbered in Arabic numerals (e.g. 1, 2, 3, 4, etc.) starting with page one. Arabic page numbers should be placed in the upper right corner of each page, one-half inch from the top of the page.

If there are multiple volumes of a thesis, numbering is continuous from Volume I through all subsequent volumes.

NOTICE: There is a handy step-by-step guide and video tutorial on how to format the page numbers of your final paper for both Windows and Mac users. For starters, it is recommended that you don't insert your page numbers until you are in the final editing stage of your paper. Here is the link to the documentation on Pagination in Microsoft Word: http://www.uwec.edu/Help/office/upload/Final_Pagination_Word_and_Mac.pdf The video tutorials can also be found on this same link/document under "Word: Pagination for Windows" (or Mac). If you have any questions regarding these tutorials, please contact the Building Information Technology Skills (BITS) office at 715-836-5157 or training@uwec.edu. The BITS office provides a variety of software training and support for our students and faculty, and the office is located in Old Library, Room 1106.

List of Tables, Figures, Plates, or Symbols: If using tables, figures, plates, or symbols throughout your paper, please refer to item #8 under "Arrangement of Contents."

Photographs and Oversized Materials: Questionnaires, business forms, data-processing forms, and other similar materials may be used in their original state, provided the paper, quality of print, size, margin, etc., meet acceptable standards. Oversized documents should be photo-reduced to allow for required margins. Large maps or similar items may be folded and inserted in a pocket inside the back cover. All photographs must be scanned. Staples, glue, or tape of any kind is not acceptable.

Because of the great variety of forms, no set of regulations could cover all situations. If special problems arise, students should consult their adviser and/or the Office of Graduate Studies.

Arrangement of Contents

1. Title Page – See example page in Appendix A
2. Approval Page – See example page in Appendix A (note: Original signatures must be on the lines provided in black, permanent ink.)
3. Abstract – See example in page Appendix A (note: The abstract must be double spaced and not longer than 300 words; requires original signature of thesis adviser/chair.)
4. Dedication (optional)
5. Acknowledgments (optional)
6. Preface (optional)
7. Table of Contents – See example page in Appendix A

Title page, approval page, abstract, dedication, acknowledgments, and preface pages are not listed on the Table of Contents page.

All chapter headings, center headings, and free standing side headings are to be included on the Table of Contents page. All chapter headings should be typed in all capital letters. The capitalization of other headings should be typed as they appear in the body of the thesis. If a heading is longer than one line, the second line should be indented two spaces and single spaced.

The headings on the Table of Contents page appear exactly as they do in the text, (i.e., the same capitalizations and exactly the same wording).

8. List of Tables, List of Figures, List of Plates, and/or List of Symbols, when needed

These lists are separate pages following the Table of Contents, and the heading of any list should be included in the Table of Contents if the headings are included in the text.

See the sample Table of Contents in Appendix A, which includes three separate lists and the page numbering (continue with lower case Roman numerals). These headings should be in all capital letters, and lists should be in the same format as the Table of Contents. If these items are included in the appendix there does not need to be a separate list page. When in doubt, please check with your adviser.

9. Text (body of thesis) – See section on Preparation of the Thesis
10. Bibliography – Follow the style manual recommended by your adviser for use in your area of specialization.
11. Appendix(ces)

Submit Thesis to the Committee

After your thesis adviser has agreed that you have developed a satisfactory draft of your thesis, you should distribute copies of the draft to each member of your thesis committee. At this time you may also wish to schedule your oral exam. The final draft of your paper must be provided to the committee members at least 14 days before the oral examination. When the time of your oral exam has been established, you must file the [Notice of Oral Examination Form](#). This form should be submitted to Graduate Studies at least **14** days prior to the exam during fall and spring semesters and at least **seven** days prior to the exam during the summer session.

Oral Defense

At the time of the oral defense, the committee will determine if you have satisfactorily defended your thesis. In some cases, the committee will discuss revisions that may be necessary for the thesis to be completed to its satisfaction. The chair of the committee will complete the [Warrant of Completion Form](#), obtain the signature of each committee member, and submit the form to Graduate Studies. The Warrant indicates whether the oral examination has been successfully completed. The committee reserves the right to hold the Warrant until the student has submitted the suggested revision(s) and a final paper to their satisfaction.

Registration

You should enroll in Thesis (XXXX799) credits while you are writing your thesis. Minimum credit requirements vary by program, so consult the Graduate Catalog or your adviser. Enrollment in at least one thesis credit (XXXX799 only) will put a student in full-time status for enrollment verification and financial aid purposes; however, financial need is based on the actual number of enrolled credits. All students must be currently enrolled the semester they graduate, so you may want to save at least one credit for your final semester. In some departments, such as CSD and English, permission to register for thesis credit needs to be approved by your adviser each semester. Permission is then entered into MyBlugold by the ADA. You may register once permission is entered, as long as you register during open enrollment.

Copyright

In the preparation of a thesis, the author must consider the copyright laws that have evolved to provide protection of the work created by others, including work of others used in the thesis. Copyright laws also protect the author's original thesis work. Guidelines are available for fair use of copyrighted printed material, computer programs, and off-air television recording on the Copyright Office web site (<http://www.uwec.edu/copyright/>). For further information about permission forms for securing copyright approval, please contact the office of the Director of Libraries, Library 3005, 715-836-3715, or visit the Copyright Office web site.

All students writing a thesis must complete a [Thesis Dissemination Consent Form](#), which provides additional information regarding your rights as the copyright holder.

Thesis Submission Options

Final copies of the thesis must be submitted to Graduate Studies for the dean's approval and signature, in compliance with the timetable for the appropriate term. It is essential that all the requirements delineated in the "Preparation of the Thesis" portion of this document be followed completely. Appendix B contains the checklist used by Graduate Studies for reviewing the thesis for approval.

All students writing a thesis must complete a [Thesis Dissemination Consent Form](#), obtain their thesis adviser's signature, and submit the form to Graduate Studies before or when they submit their final thesis to the graduate dean.

Option 1: Electronic Submission: For those who agree to allow their thesis to be digitized and uploaded electronically, you must still submit ONE unbound copy of your final thesis, including original signatures, to Graduate Studies. Once Graduate Studies has given the final approval of the thesis, they will submit the hard copy to the McIntyre Library staff to be digitized and uploaded to Minds@UW. As noted in the Paper Quality section of this manual, your final paper may be printed on plain, white, 8½" x 11" paper if you choose this option.

Option 2: Electronic Submission with Embargo: Same as option 1, only you would prefer that your paper not be immediately uploaded and searchable via Minds@UW. With this option you may specify an embargo time on the Thesis Dissemination Consent Form.

Option 3: Traditional Hard Bound Thesis: For those who wish to submit their thesis in a traditional hard bound format, you must submit TWO unbound copies of your final thesis, including original signatures, to Graduate Studies. As noted in the Paper Quality section of this manual, **the two unbound copies of your thesis must be printed on high quality (at least 20 lb. weight), acid-free, white, 8½" x 11" paper if you choose this option.** After your thesis has been approved and signed by the graduate dean, you will be asked to pick up your copies. The student is responsible for binding TWO copies of the thesis for Graduate Studies. The hard binding covers must be in **black** buckram with **gold** lettering on the spine. The spine of the thesis must have the author's last name, first name and middle initial (if included in paper), the degree (e.g., M.A.), and the year of publication. This information must be printed vertically down the spine of the thesis. A sample thesis spine is presented in Appendix C, along with contact information for bindery. The two bound copies of the thesis must be returned to the dean's office, in compliance with the timetable for the appropriate term. The Thesis Dissemination Consent Form provides the Office of Graduate Studies your permission to turn the two bound copies of your thesis over to the McIntyre Library. Theses submitted by UW-Eau Claire students are available in the McIntyre Library through circulation and interlibrary loan.

NOTICE: Some departments may require that you provide a spiral or hard bound copy of your thesis for their department library. In some cases, a thesis adviser may require a bound copy. Therefore, even though you select the electronic submission, your department may still require that you provide them with a bound copy of your thesis.

Appendix A: Sample Pages

(Title Page should start 2” from the top)

Place the Title of Your Thesis Here

By

Your Name

(←1.5” left margin)

(1” right margin →)

A Thesis Submitted in
Partial Fulfillment of the
Requirements for the Degree of

Master of Science (Spell out your degree)
List Your Program (Spell out your program)

At

The University of Wisconsin-Eau Claire

Month, Year of Publication

(Do NOT insert a page number on the cover page, but it is considered page “i”.)

(Approval Page should start 2” from top)

Graduate Studies

The members of the Committee approve the thesis of

(Insert Your Name) presented on (Insert “Month Day, Year” of Oral Exam)

**(Insert 4 lines between signatures, all signatures must be in black, permanent ink.
Be sure to use proper names of thesis committee members.)**

Dr. Firstname Lastname, Chair

Dr. Firstname Lastname

Dr. Firstname Lastname

Dr. Firstname Lastname

(←1.5” left margin)

(1” right margin →)

(~14 lines below last signature line, but do not carry over to next page)

APPROVED: _____
Dean of Graduate Studies

(The Approval Page should be the first numbered page and it is page “ii”).

(Abstract Page should start 2" from the top)

Place the Title of Your Thesis Here

By

Your Name

The University of Wisconsin-Eau Claire, Year (insert year of submission/publication)

Under the Supervision of Dr. _____ (insert your thesis adviser's name)

(Text is double-spaced and maximum of 300 words)

The abstract is 300 words or less and summarizes the original work. The abstract should not include comments, interpretations, or evaluations that do not appear in the thesis itself. It must follow the exact order of the content of the thesis, and it must retain the person, tense, and number used in the thesis.

The abstract should appear in the bound thesis immediately following the approval page.

(Signature line is six to eight spaces below end of abstract text. If possible, try not to carry over to next page. Thesis adviser's signatures must be in black permanent ink.)

Thesis Adviser (Signature)

Date

(←1½" left margin)

(1" right margin →)

(Table of Contents should start 2” from top of page. Format may vary according to discipline, but when in doubt follow the example below. The leader dots are optional.)

TABLE OF CONTENTS

	Page
LIST OF TABLES	v
LIST OF FIGURES	vi
LIST OF PLATES	vii
Chapter	
I. INTRODUCTION.....	1
Review of Literature	3
Statement of Problem (Hypothesis)	5
II. METHODS.....	7
Subjects	8
Materials	9
Procedures.....	12
III. RESULTS	19
Statistical Analyses	20
Observations	29
IV. DISCUSSION.....	32
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Conclusions.....	40
V. SUMMARY	46
BIBLIOGRAPHY (Or Literature Cited).....	50
APPENDICES	
A. Letter of Transmittal.....	65
B. Charts and Maps	66
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(←1½” left margin)

(1” right margin →)

(Note: Some theses will not include a LIST OF TABLE, FIGURES, and/or PLATES, and it may not be necessary for some theses to have APPENDICES.)

Appendix B

University of Wisconsin-Eau Claire

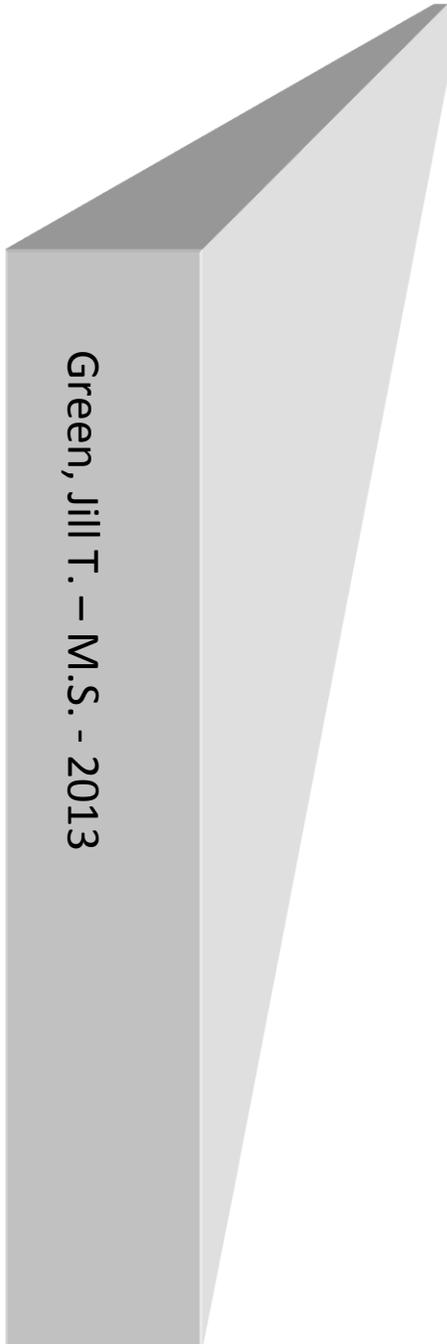
THESIS CHECKLIST

Please check your thesis against this checklist prior to submitting for approval to the Graduate Dean.

- Quality of Paper (Requirements vary; please see “Paper Quality” section.)
- Title Page (proper format, no page number, correct degree, dates, etc.)
- Abstract Page (adviser signed in black ink, lower case Roman numeral page #, etc.)
- Approval Page (signatures in black ink, lower case Roman numeral page #, etc.)
- Table of Contents (do page numbers match paper, format, everything included, etc.)
- List of Tables/Figures/Plates/Symbols, if needed (titles included in Table of Contents, lower case Roman numeral page #, etc.)
- Photos or Oversized Materials, if used
- Accurate Spacing
- Accurate Page Numbering
- Accurate Margins
- Appendices (titled, page numbers, included in Table of Contents, etc.)
- Reference List (A-Z order, hanging indent, etc.)
- Lettering on the spine of the hard bound copies, if applicable

Appendix C: Hard Bound Copies

- ✓ BLACK binding with
- ✓ Name, Degree, and Year of Submission/Publication in Gold Lettering
- ✓ No text on front or back covers
- ✓ FedEx/Kinko's is the only place in the area that does hard cover binding. They charge approximately \$55 per bound copy. They are located at 3424 Oakwood Hills Parkway, Eau Claire, WI, 54701. Phone: 715-839-0212. You may pay a little extra to have your hard bound copies shipped directly back to Graduate Studies via FedEx.
- ✓ Submit two hard bound copies to Graduate Studies, if you selected the option to submit the traditional hard bound copies.
- ✓ Some graduate programs may request that they receive a hard bound copy of your final paper for their departmental library, so please check with your department.



Green, Jill T. - M.S. - 2013