

**THESIS AND DISSERTATION  
MANUAL  
GRADUATE SCHOOL**



**A Guide to the Preparation and Submission of  
Thesis and Dissertation Manuscripts**

**2009 Revised**

**Fort Collins, Colorado**

**80523-1005**

## FOREWORD

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Every thesis and dissertation accepted as part of a graduate degree program at Colorado State University is deposited in the University Libraries permanent collection. In addition, microfilm copies are made to facilitate circulation beyond the campus. Each author has an obligation to produce a document for the scholarly community which is fully readable and which will remain completely usable over time. In order to accomplish this, authors should employ firm standards of form and organization in the preparation of the manuscript.

Although there are no formal University requirements for manuscript quality, this manual is offered as a guide for the discharge of the responsibility that all serious scholars have in this regard. The suggestions found herein are quite general - they are presented in full recognition that the various disciplines use different conventions in their professional literature.

The important point, of course, is not fidelity to the details of a particular style, but the consistent application of standard that leads to the most effective transmission of the document's message.

There are a few University requirements regarding the submission of dissertation and thesis manuscripts. For example, title and signature page information must conform to the record-keeping system of the University, so certain dates and signatures must appear. In addition, extra title pages and abstracts are necessary in the microfilming process. These are indicated in the proper paragraphs in the pages that follow.

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# **RESPONSIBILITY FOR THESIS & DISSERTATION PREPARATION**

A thesis is required for all programs leading to a Plan A master's degree, and a dissertation is required for the doctor of philosophy degree. In general, a single set of guidelines regarding form and organization may apply to both. **In setting out these guidelines, this manual uses the word "thesis" for simplicity. It should be taken, however, to refer to either a thesis or dissertation.**

While a variety of formats and many modes of presentation are appropriate, all theses should meet rigorous standards of quality. This is to insure that theses are legible and easily read. A sloppy or inconsistent manuscript does not communicate as effectively as a well presented one. Among other things, copy must be reproducible in microform without image degradation. Further, bound copies of theses must stand up to hard use; they must be durable if they are to be permanent parts of the cultural record.

Thus, while Colorado State thesis guidelines exhibit flexibility, they are also meant to be a template for orderly presentation.

In the event that this manual does not seem to address particular situations, the Graduate School will provide additional advice. Office - 204 Student Services Building; Phone - (970) 491-6817; email [gschool@grad.colostate.edu](mailto:gschool@grad.colostate.edu)

## **The Advisor**

The graduate student's advisor serves as a mentor both while the student is doing the thesis work and while the results of that work are prepared for the thesis. Although the student has primary responsibility for the content, quality, and format of the thesis, the advisor and the Graduate Advisory Committee must be consulted frequently. They should approve the final form before it is submitted to the Graduate School. Advisors are particularly asked to insure that the abstract summarizes clearly and concisely the major points of the thesis and that, in the case of dissertations, the work is acceptable for microfilming.

## **The Student**

The student is responsible for making all arrangements for the preparation of the thesis as well as its reproduction. The student should also consider the following:

1. Consult a style manual approved by your department for correct format for quotations, footnotes, and bibliographical items.
2. Refer to the Graduate School Thesis and Dissertation Manual for guidelines regarding correct format for thesis presentation (including illustrative materials).
3. Edit draft for correct sentence structure and grammar, paragraphing, punctuation, and spelling.
4. Prepare tables in the form in which they are to be printed.
5. Furnish numbering and legends for all tables and illustrative materials.
6. Proofread final printed copy and check to see that corrections are made accurately.
7. Present a printed copy, ready for reproduction, to the Graduate Advisory Committee for their review.
8. Have the appropriate number of final copies reproduced. Number of copies and binding requirements for each department or for personal use may vary.
9. **Submit two unbound copies of the thesis or dissertation to the Graduate School Office.** A plain white flyleaf should be on the top and bottom of the document. The unbound copies must be submitted in separate manila envelopes with name, department, degree, and term of graduation written on the outside of the envelopes.

### **Certain additional pages are required:**

- Master's thesis
  - Two extra title pages
  - One photocopy of the signature page
- Ph.D. dissertation:
  - Three extra title pages
  - One extra abstract
  - One photocopy of the signature page
  - Survey of Earned Doctorate
  - ProQuest/UMI Publishing Agreement Form
  - Dissertation Release Form
  - Cashiers check or money order payable to Colorado State University for the microfilming fee. Personal checks and cash are not accepted.
    - Traditional Publishing \$65
    - Open Access Publishing \$160

The Graduate School verifies that title, abstract, and signature page information conform to the record system of the University. The student then delivers the thesis copies to the University Libraries.

10. All other copies of a student's thesis - including those required by the department or advisor - are considered to be "personal" copies. The arrangements for binding these copies must be made independently.

# FORMAT AND STYLE

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A typical thesis is made up of three main parts - preliminaries, text, and supplementaries. Each part may be organized as shown below:

## Preliminary Pages

- Flyleaf
- Frontispiece (optional)
- Title page
- Copyright page (optional)
- Signature page
- Abstract
- Acknowledgments (optional)
- Preface (optional)
- Autobiography (optional)
- Dedication (optional)
- Table of Contents
- List of Tables (optional)
- List of Figures (optional)
- List of Plates (optional)
- List of Symbols (optional)
- List of Keywords (optional)
- Other Preliminaries (optional)

## Text

### Supplementaries (optional)

- References or bibliography
- Appendices (optional)
- Glossary (optional)
- List of Abbreviations (optional)
- Flyleaf

## Preliminary Pages

These pages are numbered with lower case Roman numerals at the bottom. Check the individual descriptions for specific details.

### FLYLEAF

Each thesis should have a flyleaf (a blank sheet with no page number assigned) at the beginning and the end of the thesis.

### FRONTISPIECE

The optional frontispiece page is not assigned a number. It faces the title page.

### TITLE PAGE

A sample title page is shown in Appendix A. The date shown must be the term and year of graduation in which the student is officially graduating. Title must be the same on title page, signature page, and abstract. Titles should be concise and descriptive. To facilitate indexing, titles should be indicative of the contents. Avoid use of phrases such as "A Study of,"

"Effect of," "Laboratory Study of," etc. Abbreviations in titles are discouraged. However, recognized acronyms in the field may be appropriate. **Two additional title pages must be submitted by master's candidates, three by doctoral candidates.**

### COPYRIGHT PAGE

Theses and dissertations, at the student's option, may be copyrighted. Copyright may be secured through ProQuest Information and Learning at the same time that microform reproduction services are obtained. Alternative arrangements for copyright may be made at individual student initiative.

In the event that the student has previously obtained a copyright on material that is subsequently incorporated into the thesis/dissertation, it may not be necessary to secure a new copyright. However, this option remains available upon submission of previous copyright numbers.

If the student chooses to copyright the thesis/dissertation or if the student's previously copyrighted material is incorporated into it, a copyright page should be included in the manuscript immediately after the title page. This page is not assigned a number nor counted. The proper format is displayed in Appendix A. This page may be included only if the student supplies the relevant copyright numbers or submits the ProQuest Copyright Registration form and the associated fee.

If unusual circumstances surround rights to the material in the thesis (see examples on p. 11), the student should seek the help of the advisor, department head, or dean before proceeding to obtain a copyright. In extremely complex cases, legal counsel may be appropriate.

### SIGNATURE PAGE

A sample signature page is shown in Appendix A. This page is always numbered with small Roman numeral ii. One must use the word "thesis" for master's work and "dissertation" for Ph.D. work. The print should match the print used in the text.

**Original signatures (in ink) must appear on both copies submitted with the thesis.** Committee members' names as well as the department head's name should be typed below the signature line. The Department Head's signature is required. The date on the signature page is **the month, day, and year the page was signed**. In addition, one photocopy of the signature page must be submitted with the thesis copies.

## ABSTRACT

All theses require an abstract. The first page of the abstract is always numbered with small Roman numeral iii. There is no length limit. For Ph.D. dissertations an additional abstract must be submitted for use in the microfilming process. A sample abstract is in Appendix A.

Note that the abstract must include the thesis title at the top and a closing at the end that consists of the following: student's full name, department, name and location of institution, term and year in which the student is officially graduating.

## OTHER PRELIMINARIES

Sometimes it is appropriate for additional material to be placed in the preliminary pages. It is good practice to consult a style manual regarding guidelines for such entries.

## **Text**

Typically, the text of a thesis features an introduction and several chapters, although certain other formats are acceptable. The text pages, from beginning to end, are numbered with Arabic numerals.

## TYPE FACE

Produce an accurate, clear, clean copy that will reproduce well. The same font should be used throughout the thesis. Appendices may be an exception. Print styles that are similar to standard typefaces are preferred. Script style type is discouraged. Italic type may be used for foreign words, citation of titles, and special emphasis. Font sizes should be between 10pt and 12pt.

## MARGINS

**The left-hand margin must be 1 1/2 inches to allow for binding.** The top, bottom, and right margins will normally be 1 inch. The top margin of the first page of the preliminaries, chapters, appendices and bibliographies is 2 inches. The right margin may be violated occasionally by one space and the bottom margin by one line. Always continue the text to the bottom margin except at the end of a chapter. **WARNING:** Photo reproduction results in a slight enlargement, therefore margins should be strictly observed on the original. The bottom and right margin must never be less than 3/4 inch on reproduced copies.

**These same margins are to be observed for tables, illustrative materials, bibliographies, and appendices as well as in the text.** Folded pages are not allowed in the text as they may be damaged when

the thesis is trimmed. Use of photographic reductions is recommended for material larger than 8 1/2 X 11 inches. Do not reduce page numbers. Large maps which lose detail by reduction may be folded for enclosure in an envelope on the back cover of a thesis. Information to be conveyed by the maps must be referenced in the text in case the maps are lost.

Right justification is acceptable if the printer does it properly, i.e., does not separate punctuation from characters and does not leave large gaps in the text.

## PAGINATION

Each page of the thesis must be assigned a number.

Preliminary pages are numbered at the bottom with lower case Roman numerals. Preliminary page number i is assigned to, but not printed on, the title page. The remaining preliminary pages are arranged as listed on page 6 under Format and Style and numbered consecutively.

The main text, typically starting with Chapter I, is numbered with Arabic numerals. Begin each chapter on a new page. First pages of chapters or sections, appendices, and bibliographies are either left unnumbered (though a number is always assigned) or numbered at the bottom.

All other text pages may have numbers placed either top or bottom, and either centered on the text or aligned at the right margin of the text. Text should never fall outside the margins as specified in this manual. Page numbers may be inside or outside the top or bottom margins, but never less than 1/2 inch from the edge of the page. If inside the margin, the number should not be more than one line below the top margin or above the bottom margin. There should never be less than one blank line between the first or last text line and the page number.

Stamped page numbers are discouraged. Separation pages between the text, bibliography, and appendix are not necessary (if used, a number is assigned but not printed).

When a figure number and a caption cannot be placed on the same page as the figure, a facing page may be used. The facing page will contain the caption only. The front of the caption page will remain blank except for the page number.

## HEADINGS AND SUBHEADINGS

Headings for all preliminary pages must be centered and in uppercase. Headings must be centered in the 6 by 9 inch area within the margins (4 1/2 inches from the left side of the paper is center). Each chapter is started on a new page leaving a 2 inch top margin. **Subheadings within a chapter (or a section) do not begin on a new page unless the preceding page is filled.** Continue the text to the bottom of the page unless at the end of a chapter. Style for subheadings is optional, but style should be consistent throughout the thesis. Headings or subheadings at the bottom of a page require two lines of text following the heading and at least two lines on the next page.

## HYPHENATION

The last word on a page may not be divided. Not more than three lines in succession may end with hyphens. Divide words as indicated in a standard dictionary.

## PARAGRAPHS

When it is necessary to divide a paragraph at the end of a page, at least two lines should appear at the bottom of the page and two at the top of the following page.

## SPACING

Double Spacing: The text of the thesis is double-spaced (a double space is a full 1/4 inch between lines).

Single Spacing: Footnotes, bibliography or list of reference entries, table and figure captions, and data within large tables are to be single-spaced. Footnotes and bibliography or list of reference entries are separated by double-spacing. Lengthy descriptions in the appendix may also be single-spaced.

Quoted material of more than three typewritten lines is indented and single-spaced. Quoted material which is three lines or fewer may be single-spaced for emphasis.

## POEMS

Poems should be double-spaced with triple-spacing between stanzas. Stanzas may be centered if lines are short.

## NUMBERS

In nonscientific writing, numbers smaller than 100 are normally written out. In scientific writing, the use

of Arabic numerals is permitted for all numbers 10 and above except at the beginning of a sentence. Numbers less than 10 are spelled out, with several exceptions. Arabic numerals are always used with percent, units or actual measurement, time (when used with a.m. and p.m.), fractional numbers, page numbers, data taken directly from a table or figure, or numbers both under and over 10 occurring in the same sentence. Chapter or section numbers, figure numbers, and table numbers may be either Roman or Arabic numerals, depending on the style used in the thesis.

The word "percent" should be written out except in scientific writing and in tables, where the symbol (%) may be used.

## FOOTNOTES OR ENDNOTES

If footnotes are used, they must be numbered consecutively throughout the entire thesis and they must appear at the bottom of the page on which the reference is made. Footnotes are separated from a full page of text with a single line 1 1/2 inches long (beginning at the left-hand margin), one double space below the text. The footnote itself begins one double space below the line, is paragraph indented, is preceded by a superscript numeral, and is single-spaced with double spacing between footnotes.

In a chapter which has a short last page, the line and footnote(s) are placed at the bottom of the page. Two or more short footnotes may be placed on the same line if there are at least six spaces between the footnotes.

It is permissible to continue a long footnote from one page to another provided it is broken in such a way that the part on the first page is obviously incomplete. The continued portion of the footnote precedes any that may occur on the succeeding page; it is not indented but is continued flush with the left margin.

If endnotes are used, they may be placed at the end of each chapter or following the last page of text. They must be numbered consecutively throughout each chapter or throughout the entire thesis. The form for an endnote is the same as a footnote. Type the heading "endnote" leaving a 2 inch top margin.

A footnote which has been cited previously but not consecutively is given in a shortened version which contains the author's last name and the page(s) or volume and page(s). Alternatively, the Latin abbreviations of *ibid.*, *op. cit.*, and *loc. cit.* may be used for a footnote which previously has been cited in full form. These terms are now considered to be fully anglicized and generally are not italicized (underlined).

Consult a style manual approved by your department for samples of footnotes or endnotes.

### ILLUSTRATIVE MATERIAL

Tables, charts, graphs, maps, diagrams, and original illustrations included in a thesis should be reproduced by the same method as the text if possible.

Color: It is generally possible to meet rigorous standards of clarity and legibility in virtually any hue.

Colors will not reproduce in the microfilming process: instead they will appear as varying shades of grey. If microfilmed copies are to be of great importance, it might be wise to follow the suggestions of ProQuest Information and Learning:

1. Lines on a graph should be identified by labels or symbols rather than colors.
2. Shaded areas, such as countries on a map, will have better contrast if cross-hatching is used instead of color.

In order to get an idea of how a color item will look in microfilm, make a photocopy of it.

Foldouts: Foldouts cannot be bound into the thesis. They need to be folded no larger than 8 X 10 1/2 and will be placed at the back of the thesis in a pocket when it is bound.

Computer Discs: It is recommended that computer discs not be included in the thesis. Library and binding procedures may damage enclosures. Discs can also be easily removed after the thesis is bound and put on the library shelves. If discs are necessary, the Graduate School Office will make a special notation to the library for careful handling.

Please note that ProQuest/UMI will not copyright any thesis material included on enclosed computer discs. Also, they will not microfilm any thesis material provided on a disc unless the disc material is printed on hard copy and included.

### **TABLES AND FIGURES**

Tables and figures should follow immediately after first mention in the text or on the next page. If they are placed on the next page, continue the text to the bottom of the preceding page. Do not leave a space (gap) on the page where the table or figure was first mentioned. If more clarity is provided by placing figures and tables at the end of chapters or at the end of the text, this format is also acceptable.

Tabular material of five or more total horizontal lines is presented in the thesis as a table. Long tables may be single-spaced.

Any diagram, drawing, graph, chart, map, photograph, or other type of illustration is presented in the thesis as a figure. Exceptions to this are large maps or other material which are placed in a pocket on the back cover. These should be referred to as "plates." Oversize pages complicate microfilming and should be avoided whenever possible.

### BROADSIDE TABLES AND FIGURES

In order to fit large tables or figures on a page, it is sometimes necessary to place them broadside. The binding margin for such a table or figure must be 1 1/2 inches and all other margins must be no less than 1 inch. The top margin and page number location must be the same as on a regular page. The table or figure and caption will be read by turning the page 1/4 turn clockwise. If there is not enough space on a figure page for the figure number and the caption, a facing page may be used (See example in Appendix A). Broadside tables may also be split on a facing page. This rule does not apply to broadside figures.

### NUMBERING OF TABLES AND FIGURES

Numbering of tables and figures should be consecutive throughout the entire thesis or within each chapter, including those in the appendix. If the tables and figures are to be numbered consecutively within each chapter, the chapter number should appear along with the table or figure number (e.g., 1.1, 1.2 (for Chapter 1); 2.1, 2.2 (for Chapter 2)). Tables and figures are numbered separately.

### TITLES, TABLES, AND FIGURES

Titles must be complete and be worded exactly as they appear in the text. If explanatory material is added after the period in the caption, it is not necessary to place it in the list of figures or tables. The number and title of a table should be placed above the table. If the table is to be reduced, the table title should also be reduced. The page number is typed on after the reduction. The number and title of a figure should be placed below the figure, reading the same direction as the figure. If a figure is to be reduced, the page number, title, and figure number are typed after the reduction.

For oversize figures, the caption should appear in the center of the facing page. It is typed so that it reads in the same direction as the figure.

## Supplementaries

### REFERENCES OR BIBLIOGRAPHY

The style for references should follow the format appropriate for the field of study. The style used must be consistent throughout the thesis. There are many good sources that may be consulted for certain fields or to solve special problems. Advisors and committee members usually have excellent references to suggest.

Most will be available in the University Bookstore and the University Libraries. Those that are not may be ordered.

Page numbering for the references follows consecutively from the text.

### APPENDICES

Quality and format should be consistent with requirements for other parts of the thesis including margins and reproduction. Computer printout must conform to margins. Reductions must be clear and readable. Appendices may be treated in a fashion parallel to that of chapters. That is, the first page of an appendix would have a two inch top margin and begin with a title - e.g., "Appendix I," "Appendix: Diagrams." Alternatively, an appendix may be introduced with a cover page bearing only the title. The content of the appendix then begins on the second page with the standard one inch margin.

## Alternate Formats

### MULTIPART THESIS

In some departments, a student may do research on two or more generally related areas which would be difficult to combine into a single well-organized thesis. The solution is the multi-part thesis. In such a thesis, each part is considered a separate unit, with its own chapters, bibliography or list of references, and appendix (optional); or it may have a combined bibliography or list of references and appendix. A single abstract is required. The pages of a multi-part thesis are numbered consecutively throughout the entire thesis, not through each part. (Therefore, the first page of Part II is not page 1.) The chapter numbering begins with Chapter I for each part, or the chapters may be numbered consecutively. Each part may be preceded by a separation sheet listing the appropriate number and title. Since a page number is allowed (but not actually printed) for each of these separation sheets, the first separation sheet becomes page 1 and the first page of Part I, Chapter I, is page 2.

### TWO VOLUME THESIS

If a thesis is 500 pages or over three inches thick, including preface pages and allowing for any extras such as photographs, foldout pages, etc., it will be bound in two volumes. The break between the two volumes must be at the end of a chapter and should be divided as nearly as possible into two equal parts. Each volume contains a title page and a table of contents. The title page for each volume would specify the volume and chapters included in that volume. The Table of Contents for Volume I would list the material contained in the entire thesis (both volumes). The pagination would be continuous from Volume I through Volume II. The Title Page and Table of Contents page in Volume II are assigned Arabic numerals. The Table of Contents for Volume II would list only material contained in Volume II.

## Paper and Reproduction

### PAPER

White, 20-24 pound 8 1/2 X 11 inches in size is required. Do not use line paper, perforated paper, or paper hole-punched for a binder. The type of paper used throughout should be consistent.

### REPRODUCTION METHODS AND QUALITY

The process of reproduction used should produce a permanent, black-on-white copy free from smudges or stains. The print should be sharp and dense. **The thesis must be printed on one side of the paper only.**

# PROCEDURES

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## Deposit

Two unbound copies of the thesis in final form must be submitted to the Graduate School by the deadline date of the graduation term. Provide two separate envelopes, with name, department, degree, and term of graduation written on the outside. Following approval of the title, abstract, and signature page by the Graduate School, the student has the responsibility to deliver the thesis copies to the University Libraries.

One of the thesis copies deposited in the University Libraries is placed in the archives; the other is cataloged for circulation. Further archival protection is provided by microfilming.

Shelving in the University Library may be delayed up to one year in the event that the thesis contains material to be protected by patent or copyright. This is accomplished by the advisor submitting an explanation of the required delay. Extensions beyond one year are not possible as one of the functions of the university is the generation and dissemination of contributions to knowledge and culture. The fundamental purpose of theses and dissertations is to make such contributions available for public benefit.

## Binding

The University Libraries has the responsibility for binding the two official copies of each student's thesis. There is no charge to the student for the binding of the Libraries' copies.

Those who wish to have their personal copies of the thesis bound, should check with local vendors.

## Microfilming

Doctoral students are required to have their dissertations microfilmed. The microfilm fee is \$65 for Traditional Publishing and \$160 for Open Access Publishing. Students are urged to employ the services of ProQuest Information and Learning. This service provides for the national distribution of the dissertation in microform, the publication of the abstract in Dissertation Abstracts International, and copyright registration. This is accomplished by submitting the ProQuest/UMI Publishing Agreement

## Policy Concerning Publication Rights for Thesis and Dissertation Research

The general policy concerning dissemination of research results is designed to assure that worthwhile and useful results are made available promptly to the scholarly community, and to assure that all those who have contributed to the development of the new knowledge - students and faculty - receive appropriate credit for their role in the work.

The Graduate School recognizes that there may be many special conditions affecting the dissemination of thesis findings, and that students and faculty must adjust to those conditions as they arise. However, in the most common, traditional situations, the following summary of procedures should provide general guidelines.

Thesis results are, by definition, the product of the student's creative efforts. Hence, a publication that reports only those results should involve the student as sole or senior author. If, however, a publication reports the work of others in addition to the thesis results, the student may be entitled only to joint or even junior authorship, according to the usual standard of relative contribution to the overall project.

Senior authors are expected to play a major role in all of the usual decisions surrounding the publication effort including choice of publisher and similar matters. However, consultation with junior authors is appropriate.

Since thesis and dissertation research involves direction and supervision by the advisor and graduate committee members, there are occasions in which those persons are rightfully recognized. However, whether or not the advisor or other members of the committee are to be included as co-authors of a publication relating to thesis work will depend on their level of involvement in the research and whether they wish to be named as such. Simple membership on a committee, implying only a typical advisory role, does not normally qualify a person for co-authorship of materials emerging from thesis research.

While the student has the right to publish thesis results, this right may be limited. For example, agencies which provide financial support for research sometimes are able to claim ownership of the results. If research is based on the work of others, it may be necessary to secure their permission. If findings included in the thesis previously appeared elsewhere, copyright may have been assigned to the publisher.

## **Publication of Thesis**

When a thesis or any portion of it is to be published, the following statement should appear as a footnote on the first page, "From a thesis submitted to the Academic Faculty of Colorado State University in partial fulfillment of the requirements for the degree of \_\_\_\_\_."

## **APPENDIX A**

**The first page of Appendices is counted but is not numbered**

EXAMPLE OF TITLE PAGE FOR MASTER'S THESIS

THESIS TITLE IS DOUBLE SPACED

THESIS

TITLE IN CAPITAL LETTERS

Submitted by

Student's Name

Department

In partial fulfillment of the requirements

For the Degree of **Example: Master of Science**

Colorado State University

Fort Collins, Colorado

**This is the term you are  
Graduating**

Spring 2010

**This page is not numbered**

**EXAMPLE OF TITLE PAGE FOR PH.D. DISSERTATION**

**DISSERTATION TITLE IS DOUBLE SPACED**

**DISSERTATION**

**TITLE IN CAPITAL LETTERS**

Submitted by

Student's Name

Department

In partial fulfillment of the requirements

For the Degree of Doctor of Philosophy

Colorado State University

Fort Collins, Colorado

**This is the term you are  
graduating**

Spring 2010

**This page is not numbered**

EXAMPLE OF COPYRIGHT PAGE

Copyright by John Arthur Brown 20\_\_

All Rights Reserved

(optional page)

**This page is included immediately after the title page.  
The page is not assigned a number or counted.**

EXAMPLE OF MASTER'S SIGNATURE PAGE

COLORADO STATE UNIVERSITY

*(EXAMPLE – Date is Month, Day, and Year signature page is signed).*

Month Day, 20\_\_

WE HEREBY RECOMMEND THAT THE THESIS PREPARED UNDER OUR SUPERVISION BY STUDENT'S NAME ENTITLED **EXAMPLE: TECHNOLOGY AND CIVILIZATION** BE ACCEPTED AS FULFILLING IN PART REQUIREMENTS FOR THE DEGREE OF **EXAMPLE: MASTER OF SCIENCE**.

Committee on Graduate work

\_\_\_\_\_  
Committee Member's Name typed here  
John Smith (example)

\_\_\_\_\_  
Committee Member's Name typed here

\_\_\_\_\_  
Committee Member's Name typed here

\_\_\_\_\_  
Committee Member's Name typed here

\_\_\_\_\_  
Advisor: Advisor's Name typed here

\_\_\_\_\_  
Co-Advisor: Co-Advisor's Name typed here if applicable

\_\_\_\_\_  
Department Head: or Director: or Chair: Name typed here  
Select appropriate title

This page is numbered with small Roman numeral ii

ii

EXAMPLE OF DISSERTATION SIGNATURE PAGE

COLORADO STATE UNIVERSITY

*(EXAMPLE – Date is Month,  
Day, and Year signature page  
is signed).*

Month Day, 20\_\_

WE HEREBY RECOMMEND THAT THE DISSERTATION PREPARED UNDER OUR SUPERVISION BY **STUDENT’S NAME** ENTITLED **EXAMPLE: TECHNOLOGY AND CIVILIZATION** BE ACCEPTED AS FULFILLING IN PART REQUIREMENTS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY.

Committee on Graduate work

\_\_\_\_\_  
Committee Member’s Name typed here  
John Smith (example)

\_\_\_\_\_  
Committee Member’s Name typed here

\_\_\_\_\_  
Committee Member’s Name typed here

\_\_\_\_\_  
Committee Member’s Name typed here

\_\_\_\_\_  
Advisor: Advisor’s Name typed here

\_\_\_\_\_  
Co-Advisor: Co-Advisor’s Name typed here if  
applicable

\_\_\_\_\_  
Department Head: or Director: or Chair: Name typed here  
Select appropriate title

This page is numbered with small  
Roman numeral ii

ii

**EXAMPLE OF THESIS ABSTRACT PAGE**

**THESIS TITLE IS DOUBLE SPACED**

**ABSTRACT OF THESIS**

**TITLE IN CAPITAL LETTERS AND CENTERED OVER TEXT**

All candidates for advanced degrees who are required to submit theses must submit abstracts. A master's degree candidate must submit one abstract with each copy of the thesis. A doctoral candidate must submit one abstract with each copy of the dissertation and one additional copy for use in the microfilming.

ProQuest Information and Learning, Ann Arbor, Michigan, offers microfilming, publication of abstracts, and copyright registration services. Upon request, ProQuest will furnish reprints.

Identification must be placed at the end of the abstract in the manner shown below. If more than one page is necessary, at least two lines of text must precede the identification.

Student's Full Name  
Department Name  
Colorado State University  
Fort Collins, CO 80523  
Spring 2010

**This is the term you are graduating**

**The first page of the Abstract is numbered with small Roman numeral iii**

**EXAMPLE OF DISSERTATION ABSTRACT PAGE**

**DISSERTATION TITLE IS DOUBLE SPACED**

**ABSTRACT OF DISSERTATION**

**TITLE IN CAPITAL LETTERS AND CENTERED OVER TEXT**

All candidates for advanced degrees who are required to submit theses must submit abstracts. A master's degree candidate must submit one abstract with each copy of the thesis. A doctoral candidate must submit one abstract with each copy of the dissertation and one additional copy for use in the microfilming.

ProQuest Information and Learning, Ann Arbor, Michigan, offers microfilming, publication of abstracts, and copyright registration services. Upon request, ProQuest will furnish reprints.

Identification must be placed at the end of the abstract in the manner shown below. If more than one page is necessary, at least two lines of text must precede the identification.

**This is the term you are graduating**

Student's Full Name  
Department Name  
Colorado State University  
Fort Collins, CO 80523  
Spring 2010

**The first page of the Abstract is numbered with small Roman numeral iii**

NOTE: See next page for example of broadside figure caption. In such instances in which the caption for a broadside figure is placed on the facing page (as illustrated in the example), this page will be blank except for inclusion of the page number.

Fig.1 For oversize figures the caption should appear on the facing page. It is typed so that it reads in the same directions the figure. (Note: An example of an oversize figure oriented in the same direction as this caption is not provided.)

# CHECKLIST FOR FORMAT REQUIREMENTS FOR THESES AND DISSERTATIONS

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## Paper

- Paper is white, 20-24 pound. Do not use line paper, perforated paper, or paper hole-punched for a binder. The type of paper used throughout should be consistent.

## Margins

- Margins are at least 1 ½” on the left side and 1” on all other sides (right, top, bottom). The binding process involves sewing and trimming of pages and these margins are essential.
- Page numbers, tables, figures and appendices do not extend into the 1 ½” left margin. They will be trimmed off or sewn over if the margins are inadequate.

## Visual Quality

- The Print is letter quality, and uniform style has been used throughout.
- Final copies are high quality. (Be sure the copies have not picked up spots or smudges during reproduction.)
- Figures, printouts, spectra, etc. are clear and easy to read.
- There is no tape, white-out, handwritten information, etc. on the copies. Tape and white-out will crack and fall off over time, and handwriting smears and fades.
- Text is double-spaced and printed on only one side of the paper.

## Pages

- Each copy has been checked page by page.
- All pages are present, in the correct order, and right side up. (Errors at the copy shop are not uncommon.)
- Preliminary pages are numbered at the bottom with lower case Roman numerals.
- Text is numbered with Arabic numerals.
- First pages of chapters or sections, appendices, and bibliography are unnumbered or numbered at bottom.
- All figures, tables, photographs, etc. are present and have the appropriate captions.

## Submission

- Two unbound copies submitted to the Graduate School. Each copy must be in a separate envelope with the student’s name, degree, department, and term of graduation printed on the outside.
- Original signatures have been obtained in ink for the two copies submitted to the Graduate School.
- Date shown on the title page and abstract is the same as the term and year in which the student is officially graduating. The date on the signature page is the month, day and year the page was signed.
- Additional material submitted as listed below.

### *Certain additional pages are required:*

#### **Master’s thesis:**

- One photocopy of the signature page
- Two extra title pages

#### **Ph.D. dissertation:**

- One photocopy of the signature page
- Three extra title pages
- One extra copy of your abstract
- [UMI Doctoral Dissertation Agreement Form](#)
- [Dissertation Release Form](#)
- [Survey of Earned Doctorates](#) – After submitting the Survey of Earned Doctorates Form, print the submission confirmation certificate and submit it with the additional forms listed above.
- Cashiers check or money order payable to Colorado State University for the micro-filming fee. Personal checks and cash are not accepted
  - Traditional Publishing \$65
  - Open Access Publishing \$160

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