

UAF THESIS FORMATTING AND SUBMISSION HANDBOOK

For UAF graduate students preparing a
Master's thesis or a Ph.D. dissertation

Reviewed and revised by the UAF Graduate School

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Chapter 1 Guidelines for Preparation of Your Thesis or Dissertation

1.1 Determining Format Style

Your thesis must be formatted in either the monograph style according to the guidelines in Chapters 1 and 3, or in the manuscript style using the guidelines in Chapters 1 and 4. Discuss with your committee which thesis style is best for you. For matters not discussed in this Thesis Formatting Handbook, refer to the approved style manual of your field or journal (manuscript). In those situations where a specific style manual conflicts with UAF requirements described in Chapter 4 (monograph style) of this Thesis Formatting Handbook, UAF requirements take precedence, unless written approval for an exception is secured in advance from the Graduate School.

1.1.1 Monograph

The monograph style has chapters that address specific areas of your research (e.g., Literature Review, Methods and Materials, Results, etc.) and has one abstract, one introduction, one conclusion, and one references section. This style is used by those who wish or need to prepare their thesis as a piece of work unified by a single format and other characteristics. This includes stories, plays, poetry, etc., that are

references). This style requires a General Introduction and a General Conclusion that ties the chapters together.

1.2 Authorship

C"j guku'r tgr ctgf 'lp'r ctvclhwm gpv'qh'i tcf wcv'f gi tgg'tgs wktgo gpw'o wv'dg'c'uwf gpw'u'qy p" work, with co-authorship of work appearing within the thesis identified in references within the thesis. The University recognizes that graduate research typically involves close working relationships with others, particularly the major advisor. In such instances, you must be the primary contributor and senior author for the writing of all materials included in the body of the thesis. A thesis based on the support of

Most important results and their implications

1.10.4 Table of Contents

The title block of the manuscript must appear at the upper margin of the first page and be centered. The title block is not repeated on any subsequent pages.

line in the List of Figures, so a length of 8-10 words is recommended. Caption titles in the text and in the List of Figures must match EXACTLY.

2. The second option is to use the first few words or first sentence of the caption. For this option partial captions from the text must match EXACTLY what is listed in the List of Figures.
3. The third option is to list the entire caption. This option is common for those students that use the insert caption function in MS Word which will generate a List of Figures.

The List of Figures must be spaced in the same manner as the text. A single title, however, is single-spaced if a second line is required. The first page number for the List of Figures must be listed in the Table of Contents.

1.10.6 List of Tables

The List of Tables follows the List of Figures and uses the same format. If room permits, the List of Tables may be included on the last page of the List of Figures, but cannot then extend to a second page. Other comments relevant to the List of Figures and its captions or titles apply a

should be used instead of "Preface." Those persons who are acknowledged should be referred to in a consistent manner (names and affiliations are preferred).

Chapter 2 Thesis Submission Instructions

2.1 Approval Process

Once the thesis has been successfully defended and the post-defense copy prepared, you must circulate the thesis for approval signature from all appropriate levels. All members of the graduate advisory committee sign first. It must then be approved and signed by the department chair and the dean of your school/college before it is submitted to the Graduate School. Your thesis will not be reviewed by the Graduate School until your completed Thesis/Dissertation Approval Form is on file.

2.1.1 Thesis/Dissertation Approval Form

The Thesis/Dissertation Approval form takes the place of the Signature Page. Signature for the Thesis/Dissertation Approval form may be digitally sign or physically signed. All signatures on the form must be by the committee members, department chair, and deans. One person cannot sign for another person i.e., John Smith cannot sign (physically or digitally) for Felix Pedro.

2.2 Graduate School Thesis Submission Deadlines

| | |
|-------------------|-------------|
| Fall Graduation | November 28 |
| Spring Graduation | April 7 |
| Summer Graduation | August 1 |

If the deadline falls on a Saturday or Sunday, then the deadline becomes the next Monday. For example, if the deadline is November 28 and that falls on a Saturday, then the actual deadline will be Monday, November 30. **Please note that departments and deans have their own deadline for thesis review, several weeks to a mon**

2.3 Request for an Extension to Thesis Deadline

Your advisory committee chair may submit the Request for Extension Form (<https://www.uaf.edu/gradsch/forms/>) to request an extension on your behalf and outlining the circumstances behind the necessity of the request. Please note that requests received directly from the student will not be accepted. Your Department Chair and Dean must sign the memo showing that they have acknowledged this request for an extension and that they will be available to review your thesis/dissertation in a timely manner so you can meet the extension deadline.

No extensions will be granted beyond: April 21st for Spring, August 7th for Summer as this does not leave enough time for the Graduate School staff to review your thesis/dissertation, time for you to register for the next semester, and time for the Graduate School Office. **No extensions are granted during the Fall semester.**

Not all extension requests are approved as the Graduate School can only accommodate a small amount of requests each semester. If an extension is granted and you do not make the deadline, you must register (and pay) for one to three graduate credits the semester you do submit your thesis/dissertation to the Graduate School and you will need to reapply for graduation.

2.4 Submitting the Thesis to the Graduate School

Once your thesis has been approved by your committee, department/program chair, and the dean of your school/college the next step is to

If copyright registration is intended, the following notice (using your name and current year) must appear as the last line of the title page of the thesis:

© 2016 Anthony E. Stark

2.4.3 Delayed Publication (Embargo)

At your request and on the recommendation of the advisory committee, the Dean of the Graduate School may agree to delay publication of your work for up to two (2) years to protect intellectual or other rights. A request for such a delay must be done by completing and printing the embargo request that is part of the UAF Publishing Agreement. This form is found as one of the steps for the ETD submission. You will be given the option of a complete embargo, or have access restricted to those within the UAF community only. Note that this might delay the printing and binding of copies you may have requested from ProQuest.

2.5 Delivery of Required Items to the Graduate School (all students)

The Graduate School MUST receive the following items at the SAME time and by the posted deadline:

Digital copy of your post-defense thesis submitted to ProQuest

Please note what style manual you used for your references
Field

Any additional thesis materials that are to be submitted as Supplemental Files

The Thesis/Dissertation Approval form with all signatures except the Graduate School
Faculty

OPTIONAL: Embargo/Delayed Access Request Form

http://www.uaf.edu/files/gradsch/Student_Forms/Revised-publishing-agreement-and-thesisdissertation-form-June-10.pdf

2.6 Additional Items Required from Ph.D. Candidates

Ph.D. candidates must also submit the following items:

A 50-word version of your abstract for the commencement program. Email is preferred.

- o Email your abstract to uaf-grad-school@alaska.edu and include the following information:

your name

Chapter 3 Thesis Preparation Guidelines in Brief

3.1 General

Read the Thesis Formatting Handbook and contact the Graduate School if you have questions.

Give yourself plenty of time for corrections, even when you think you are finished with the thesis.

Verify that everything is spelled correctly; make use of a software spell-checker.

Margins must be 1" all the way around.

Preliminary pages must be numbered using lower case Roman numerals (iii, v, etc.).

The Title Page does not have a page number physically on the page but is counted in the numbering.

The thesis should be formatted for US Letter size paper (8.5"x11"). A4 size is not acceptable.

3.2 Title Page and Abstract

Title page format must be correct. See the sample in the Thesis Formatting Handbook.

Abstract should describe briefly why the work was needed, what was done, what the results were, and your conclusions or recommendations.

There is no word-count limit for the Abstract but we highly recommend you limit it to two pages or 350 words.

Abstract must be on page iii of the thesis and it is the first page on which page numbers are

Appendix

