

UND School of Graduate Studies

# THESIS AND DISSERTATION STYLE GUIDE

Updated 09/2018

***Style Guide for Theses and Dissertations***  
SCHOOL OF GRADUATE STUDIES  
UNIVERSITY OF NORTH DAKOTA

**Introduction:**

The School of Graduate Studies at the University of North Dakota requires a dissertation for doctoral degrees and a thesis for many master's degrees. Theses and dissertations are available through UMI Dissertation Publishing, ProQuest Information and Learning. Because these manuscripts are widely used by scholars and researchers, the School of Graduate Studies has established these guidelines to maintain consistency of format.

The thesis or dissertation is a reflection of the student, the advisory committee, the department, and ultimately, the University of North Dakota.

- The student and advisory committee jointly are responsible for the scholarly style used in the thesis or dissertation.
- Each member of the student's advisory committee must review and approve the thesis or dissertation.
- Following the defense of your thesis or dissertation, the approval page, signed by the members of the advisory committee, is submitted to the School of Graduate Studies for the Graduate Dean's signature.

**Timetable for Completion:**

Submission of Preliminary Approval and Notice of Defense forms..... **at least two weeks prior to your scheduled defense**

Filing of electronic copy of thesis/dissertation for publication ..... **at least one week before graduation**

**Publishing:**

- The abstracts of theses and dissertations are published by UMI Dissertation Publishing, in *Dissertation Abstracts*, which is available in the Chester Fritz Library and most college libraries.

**UMI Electronic Thesis/Dissertation (ETD) Publishing:**

Electronic Thesis/Dissertation (ETD) submission is the final step before graduation. Your document is submitted to the UND Chester Fritz Library electronically through UMI/ProQuest.

Once you have successfully defended your thesis/dissertation and obtained all necessary signatures on the Thesis/Dissertation Approval Page, you are eligible to electronically

submit your document to UMI/ProQuest. You can access the UMI ETD Administrator site at [www.etsadmin.com/und](http://www.etsadmin.com/und) at any time to upload your document. However, it will not be processed until you are cleared for graduation.

You will be required to create a new user account specific to the submission of your document. Please use your **official UND e-mail address** to create your account.

UMI/ProQuest requires that all students submit a PDF version of their final document with all of the fonts embedded. If you do not have your own PDF conversion tool, there is one available through the UMI ETD Administrator site.

**Costs:**

The School of Graduate Studies does not collect any fees during the publishing process. Any money exchanged is done through ProQuest and their UMI ETD Administrator site. **All students are required to purchase one bound copy of their thesis/dissertation to be kept at the Chester Fritz Library on the UND campus. The cost of this copy is \$25.00.**

There may be additional fees based on the publishing options you choose when submitting your document. These fees are listed below.

**Optional Fees/Costs:**

Open Access Publishing	\$95.00
Copyright Fee	\$55.00
Additional Bound Copies	\$27.00-\$56.00

Please be aware that additional copies ordered through ProQuest are printed double-sided, so your margins may need to be adjusted.

**NOTE:** You may print additional copies for yourself or your department or arrange to have Duplicating Services print them. Please contact them for pricing and information: <http://www.duplicating.und.edu/> Phone: 701-777-5088.

Also, the **Chester Fritz Library** will bind your extra copies – please contact them for pricing: <https://library.und.edu/services/copying-and-binding/dissertation-thesis-binding.php> Phone: 701-777-2617.

**National Opinion Research Center:** Ph.D. students are required to complete the *Survey of Earned Doctorates* (SED) conducted by the National Opinion Research Center. This survey can be found at <https://sed.norc.org/survey>. The School of Graduate Studies will be notified once you have completed the survey.

## **The Mechanics**

### **Style Format:**

The style used to format your paper will be determined by your department. Examples of styles include APA, MLA, or AMA. Any style required by the department will be acceptable for publishing.

### **Example Pages:**

Following are example pages illustrating the format that should be used for your thesis or dissertation. These examples are designed to help as you work through formatting your thesis or dissertation.

**Title Page:**

- A 2” top margin is required.
- A 1 – 1½” left margin is required to allow for binding.
- All of the text on the page is centered.
- This page is counted, but **not** numbered.
- Single space two or more line titles.
- Title is in all capital letters.
- Complete student name: First, Middle, and Last are required.

**2” top margin**

ACOUSTICAL AND PHYSIOLOGICAL FACILITATING PHONETIC  
ENVIRONMENTS IN DEFECTIVE SPEECH SOUNDS  
**(Title should be all caps and single spaced if longer than one line)**

by

John Harvey Doe  
Bachelor of Science, Colorado State University, 2001  
Master of Science, Colorado State University, 2003  
**(Insert appropriate degree, university, and year of graduation)**

A Thesis  
**(Insert appropriate type of document- dissertation or thesis)**  
Submitted to the Graduate Faculty

of the

University of North Dakota

in partial fulfillment of the requirements

for the degree of

Master of Science  
**(Insert appropriate degree to be awarded)**

Grand Forks, North Dakota

May  
2016

**(Insert month and year of actual graduation – May, August, or December)**

*(This page is counted, but not numbered)*

## Copyright Page:

- This page is optional but, if included, **is counted and numbered** with a lower case Roman numeral (ii).
- Copyright is the legal protection of intellectual property and begins at the moment the work is created.
- If you wish to acknowledge your legal rights, you may include the Copyright page in your document following the Title page.
- There is no requirement of notice or registration; registration of the copyright is also optional.
- The registration establishes a public record of your thesis or dissertation and, at least for American publications, registration is required before you can file an infringement lawsuit. (Crews, Kenneth. (1996). Copyright Law and Graduate Research Part v, pp. 21-22)
- You may register your copyright through UMI/ProQuest while submitting your document.

Copyright 2016 John Doe

or

c 2016 John Doe

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**Approval Page:**

- The advisory committee signs this page after the successful defense of your thesis or dissertation.
- Photocopied signatures are not acceptable.
- The Dean of the School of Graduate Studies signs this page indicating acceptance of the document as partial fulfillment of the degree. A PDF copy of this page will be sent to the student after the dean has signed it. The original page will be kept in the student's file at the School of Graduate Studies.
- You will include this page in your final manuscript. This will either be page ii or iii depending on whether you include a copyright page or not.
- A 2" top margin is required.
- Insert appropriate degree, appropriate name, thesis or dissertation, and enough lines for all of your committee members. Type your committee members' names under the signature lines.
- Provide a line for the Dean's signature and a line for the date.
- Single space the text on this page.

This thesis (**or dissertation**), submitted by (**your name**) in partial fulfillment of the requirements for the Degree of Master of Arts (**insert appropriate degree**) from the University of North Dakota, has been read by the Faculty Advisory Committee under whom the work has been done and is hereby approved.

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Name of Chairperson

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Name of Committee Member

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Name of Committee Member

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Name of Committee Member

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Name of Committee Member

This thesis (**or dissertation**) is being submitted by the appointed advisory committee as having met all of the requirements of the School of Graduate Studies at the University of North Dakota and is hereby approved.

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Grant McGimpsey  
Dean of the School of Graduate Studies

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Date

**PERMISSION page– see sample on next page:**

- This page will allow for reproduction of this document for scholarly purposes.
- A 2” top margin is required.
- Insert appropriate title, department, degree, and thesis or dissertation.
- The page is numbered with a lower case Roman numeral at the bottom center of the page.
- The text on this page is single spaced.
- The title on the Permission page must be the same as the title on the Title page.
- Your name and date must be typed onto this page.

## PERMISSION

Title           Acoustical and Physiological Facilitating Phonetic Environments in  
Defective Speech

Department   Communication Sciences and Disorders

Degree         Doctor of Philosophy

In presenting this thesis (**or dissertation**) in partial fulfillment of the requirements for a graduate degree from the University of North Dakota, I agree that the library of this University shall make it freely available for inspection. I further agree that permission for extensive copying for scholarly purposes may be granted by the professor who supervised my thesis (**or dissertation**) work or, in her (**or his**) absence, by the Chairperson of the department or the dean of the School of Graduate Studies. It is understood that any copying or publication or other use of this thesis (**or dissertation**) or part thereof for financial gain shall not be allowed without my written permission. It is also understood that due recognition shall be given to me and to the University of North Dakota in any scholarly use which may be made of any material in my thesis (**or dissertation**).

Typed Name  
Date

**ACKNOWLEDGMENTS page – see sample on next page:**

*This page follows the Table of Contents, List of Figures, and List of Tables; these pages will all be formatted according to the style guide you are following.*

- A 2” top margin is required.
- This is an optional page which, if included, **is counted and numbered** with lower case Roman numerals, centered at the bottom of the page.
- The word ACKNOWLEDGMENTS needs to be spelled the same way on this page as in the Table of Contents.

## ACKNOWLEDGMENTS

I wish to express my sincere appreciation to the members of my advisory Committee for their guidance and support during my time in the master's program at the University of North Dakota.

### **Dedication Page:**

- This page is optional and, if included, is **not counted** or **numbered**.
- The dedication statement will be centered vertically and horizontally on the page.
- If the dedication is longer than one line, it can be either single or double spaced.

To my mom Janice and my dad John,  
The world's best parents!



## **ABSTRACT page:**

- A 2” top margin is required.
- If the abstract is more than one page, all subsequent pages will have a 1” top margin.
- The page number(s) will be lower case Roman numeral(s), centered at the bottom of the page.
- **A note from ProQuest regarding your Abstract:**

*ProQuest no longer has a word limit on your abstract, as this constrains your ability to describe your research in a section that is accessible to search engines, and therefore would constrain potential exposure of your work.*

*However, we continue to publish print indexes that include citations and abstracts of all dissertations and theses published by ProQuest/UMI. These print indexes require limits of 350 words for doctoral dissertations and 150 words for master's theses.*

*Additionally, our print indexes allow only text to be included in the abstract. In the editorial process for these print publications, we will simply truncate your abstract if it exceeds these words limits and remove any non-text content.*

*You may want to limit the length of your abstract if this concerns you. The abstract as you submit it will not be altered in your published manuscript.*

*Please include an additional version of your abstract in English, even if the primary language of your dissertation or thesis is NOT English.*

## ABSTRACT

The abstract should be a succinct summary of the thesis/dissertation in three parts: a presentation of the problem, account of the research and methods used, and the conclusions of the research. There is no word limit on your abstract. However, ProQuest publishes print indexes that include citations and abstracts of all dissertations and theses published by ProQuest/UMI. These print indexes require limits of 350 words for doctoral dissertations and 150 words for master's theses. In the editorial process for these print publications, ProQuest/UMI will simply truncate your abstract if it exceeds these word limits and remove any non-text content. You may wish to limit the length of your abstract if this concerns you.