

THESIS AND DISSERTATION MANUAL

UND School of Graduate Studies

Updated 10/2026

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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 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 are jointly 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.

ELEMENTS OF THE MANUSCRIPT

Style Format

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

Preliminary Pages

The preliminary pages of your manuscript are standardized, and the following format will be used regardless of the style format you use for the body of the manuscript. Samples of all preliminary pages are found in Appendix A.

All numbered preliminary pages are numbered using Roman numerals.

Section	Required?	Numbering
Title Page	Yes	Page counted, not numbered
Copyright Page	No	Page counted and numbered
Approval Page	Yes	Page counted and numbered
Permission Page	Yes	Page counted and numbered
Table of Contents	Yes	Page counted and numbered
List of Figures	If applicable	Page counted and numbered
List of Tables	If applicable	Page counted and numbered
Acknowledgements Page	No	Page counted and numbered
AI Disclosure Page	No	Page counted and numbered
Dedication Page	No	Page not counted, not numbered

Section	Required?	Numbering
Abstract	Yes	Page counted and numbered

Title Page

1. **Margin:** A top margin of 2" is required.
2. **Justification:** All the text on the page is centered.
3. **Page Number:** This page is counted but not numbered.
4. **Spacing:** Single spaced.
5. **Title:** All caps and single spaced if longer than one line. The title should include meaningful key words descriptive of the subject and content. Acronyms and Abbreviations should generally be spelled out. ProQuest will not display diacritics or special characters on its website.
6. **Name:** should include full name (first, middle, last) and match the name that appears in official university records.
7. **Previous Degrees:** Include the degree, university, and year of graduation for prior earned degrees.
8. **Month and Year:** The month and year listed on the bottom of the page is the month (May, August, or December) and year of graduation, not the date you walk in commencement if these are different.

Copyright Page

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. You may register your copyright through ProQuest/UMI while submitting your document if you choose to do so.

This page is optional.

1. **Justification:** All the text on the page is centered.
2. **Page Number:** This page is counted, and numbered.
3. **Spacing:** Single spaced.
4. **Name:** Name should be listed the same as the title page for consistency.
5. **Copyright Year:** The year included is your graduation year.

Approval Page

The advisory committee page lists your full committee and indicates that they have all read and approved the final document.

The committee will need to sign the Thesis/Dissertation Approval form, but no signatures are included in the published document.

1. **Margins:** A 2" top margin is required.
2. **Spacing:** Top paragraph is single spaced. Committee member names are double spaced.
3. **Committee Names:** Include names only. Do not include titles, or degrees.

Permission Page

This page will allow for reproduction of this document for scholarly purposes.

1. **Margins:** A 2" top margin is required.
2. **Page Number:** This page is counted and numbered
3. **Spacing:** Single spaced.
4. **Title:** The title on this page must match the title on the Title page.
5. **Department:** Spell out the full name of the department.
6. **Degree:** Spell out the full name of the degree, no abbreviations (ex. M.S. or Ph.D.).

Table of Contents

This page is required and should follow the style guide you are following for the body of the manuscript. The Table of Contents will include all following preliminary pages in addition to the body content.

1. **Page Number:** This page(s) is counted and numbered.
2. **Subheading Levels:** If subheadings are listed for one chapter, they must be listed for all chapters. You can choose how many levels to include, but you must be consistent in each chapter.
3. **Format:** Each new level of heading is indented one tab.

List of Figures

This page is required, if applicable, and should follow the style guide you are following for the body of the manuscript.

1. **Page Number:** This page(s) is counted and numbered.
2. Figure descriptions must match the figure titles used in the manuscript.

List of Tables

This page is required, if applicable, and should follow the style guide you are following for the body of the manuscript.

1. **Page Number:** This page(s) is counted and numbered.
2. Table descriptions must match the table titles used in the manuscript.

Acknowledgements Page

This is an optional page that allows you to provide a statement of your gratitude to advisors, professors, peers, family, and friends, or to acknowledge use of copyrighted materials, co-authors, or funding support.

1. **Margins:** A top 2" margin is required.
2. **Page Number:** This page is counted and numbered.

AI Disclosure Page

This is an optional page that allows you to provide an AI disclosure statement to include how you used AI or to state that you didn't use any AI. The sample text on this page is standard language that you can use as a framework to develop this disclosure statement.

Dedication Page

This is an optional page where you may include a dedication statement.

1. **Justification:** Centered both vertically and horizontally
2. **Spacing:** Can be either single or double spaced.
3. **Page Number:** Not counted or numbered

Abstract

This page is required. There is no word limit on your abstract, but you may need to shorten your abstract for the ProQuest database. Print indexes are limited to 350 words for doctoral dissertations and 150 words for master's theses.

1. **Justification:** Statement is centered both vertically and horizontally on the page
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3. **Spacing:** Double-spaced

DIGITAL ACCESSIBILITY

As part of our commitment to making graduate research and creative works more accessible, the School of Graduate Studies requires that all theses and dissertations must meet WCAG 2.1 Level AA web accessibility requirements to comply with nondiscrimination provisions outlined in Title II of the Americans with Disabilities Act.

As the author, you are responsible for ensuring that your manuscript content is navigable and readable by screen readers or other assistive technology.

Beginning with May 2027 graduation and moving forward, submissions that do not meet these requirements will not be approved. Students who are completing a thesis or dissertation and have applied for graduation will be provided access to Adobe Acrobat Pro for their final semester to aid in the creation and remediation of a digitally accessible document.

Key Accessibility Components

To meet accessibility requirements, manuscripts must include:

Headings

Use headings to structure content. Headings are signposts that structure documents and help readers navigate content more easily. They divide information into meaningful and digestible chunks, allowing users to better understand relationships between sections and topics—especially those using assistive technologies.

More than simply bolded or italicized words, headings provide extra information about the structure of the document at the code level. Headings nest under one another based on their rank (or level), creating a hierarchical outline of the document.

Headings must be tagged and be ordered to support logical reading order to allow for screen reader navigation.

[Learn more about Headings](#)

Navigational Lists

Navigational lists such as the Table of Contents, List of Figures, and List of Tables help readers quickly understand the structure of your manuscript and allow screen readers to jump to the appropriate sections of your paper. For digital accessibility, each item in the navigational list should be linked to the corresponding section heading so readers can navigate your document efficiently.

In Word, if your headings are tagged correctly, the built-in Tables update automatically as you edit or format your document.

[Learn more about Tables in Word](#)

Image Descriptions (Alternative Text)

Provide concise and meaningful alternative text for all images. This text should convey the same information to a user that an image would. This ensures that users who rely on screen readers understand visual elements in your documents.

[Learn more about Image Descriptions](#)

Tables

Use tables to organize data, not to control the visual layout of your content. Keep tables simple and use headers to identify rows or columns. Avoid merged cells and unnecessarily complex table designs that can make content more difficult to navigate and understand with assistive technologies.

[Learn more about Table Accessibility](#)

Figures

Make visual data understandable. Charts, graphs, and figures should include clear titles, labels, and sufficient contrast. Do not rely on color alone to distinguish information and provide an appropriate text alternative for meaningful visual information.

[Learn more about Chart Accessibility](#)

Colors

Use sufficient color contrast to make content easier to perceive. Color contrast is the difference in brightness between foreground and background colors, such as text and its background. In charts, graphs, and other visual content, use sufficient contrast and avoid relying on color alone to communicate meaning.

[Learn more about Color Contrast](#)

Metadata

Metadata is the descriptive information embedded within a file that helps users identify, organize, and understand a document's contents. This information is typically not visible in the document; rather it exists within the files underlying code.

[Learn more about Metadata](#)

Using an Accessible Template

The SGS provides accessible templates in Word and LaTeX. These templates help to format the preliminary pages and provide a basic structure for the body of your manuscript. You can change the formatting of the body to meet the requirements of your department or approved style guide such as APA, MLA, or Chicago.

[Download a template online](#)

Without an Accessible Template

You can create an accessible document without using the templates provided. The University of North Dakota provides instructions for making accessible content, including documents in Word and PDF.

Additional Resources

There are a number of resources at UND, as well as elsewhere, to help you create accessible documents.

- [UND Creating Accessible Content](#)
- [UND Document Accessibility](#)
- [UND Common Accessibility Issues](#)
- [Section508.gov – Create Accessible Digital Products](#)

LaTeX Resources

- [The LaTeX Project: Using LaTeX to Produce an Accessible PDF](#)
- [Michigan State University: Creating Accessible LaTeX Documents](#)

If you are having trouble making your document accessible, the Teaching Transformation and Development Academy (TTaDA) can help.

- [Accessibility Office Hours](#): virtual office hours to ask questions or work through issues in your manuscript (look for Accessibility Virtual Office Hours as the event title).
- [Accessibility Ticket](#) submit a ticket for help in making your manuscript accessible.

Accessibility Checkers

There are a number of tools available to help you ensure your document is accessible. Microsoft Office products and Adobe Acrobat Pro have built-in accessibility checkers. It is recommended that you make your document accessible in Word prior to converting it to PDF as it is easier to remediate in Word.

1. Adobe Acrobat Pro Accessibility Checker: Resource from Adobe Acrobat for use in PDFs.
2. Office 365 Accessibility Checker: Resource from Microsoft; available in Word, Excel, PowerPoint, and Outlook.

There are also some external tools you can use:

- PDF Accessibility Checker (PAC): Free PDF checker that checks PDFs against both WCAG standards and PDF/UA standards. [Available on Windows only]
- Colour Contrast Analyser: Easily check color contrast between foreground and background colors by using an integrated eye-dropper tool that samples colors from both webpages as well as individual documents. [Available on both Windows and Macs].

Creating an Accessibility Report

You will be required to submit an accessibility report showing that your document is compliant when you submit your manuscript to ProQuest. An example of the Adobe Acrobat Pro report can be found in Appendix B and you will upload this file in the Administrative Documents section in ProQuest ETD.

When you run the Adobe Acrobat Pro Accessibility Checker, it will create an .html report. Once your document is accessible, open the report and verify that it shows 0 Failed problems.

All students completing a thesis or dissertation will receive access to Adobe Acrobat Pro after they apply for graduation. Access will be granted after the deadline to apply for graduation.

PUBLIC DISSEMINATION

As one of the requirements for conferral of a degree, a graduate student must submit their thesis or dissertation for publishing in ProQuest (www.proquest.com). When you submit your final PDF manuscript to ProQuest/UMI Publishing, it will be logged, indexed, and published. ProQuest/UMI is a private company that has served for many years as the publisher and distributor for most theses and dissertations written in the United States. ProQuest acts as a publisher and does not own the copyright to your manuscript. As the author, you retain control of your work's intellectual content.

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 - b. You will then need to confirm your account by clicking on the link sent to the email you used to create the account .

Publishing Options

PUBLISHING TYPE

1. Traditional Publishing vs. Open Access.
 - a. Traditional – this choice will meet the needs of most students. There is no fee and this choice allows UMI to reproduce, distribute, and sell copies of your work with royalties paid to you as the author.
 - b. Open Access – this optional service makes your work freely available for viewing or downloading by anyone. There is a fee for Open Access publishing.
2. Select which option you choose.

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1. Enter the title of your thesis/dissertation exactly as it appears on your manuscript.
2. Confirm the year you are filing.
3. Select your program area from the dropdown menu titled “Department.”
4. Input committee members – enter names consistent with committee page.
5. Select subject categories: these are created by ProQuest for indexing purposes.
6. Include any keywords for future searching of your manuscript.
7. Insert abstract: while there is no word limit to an abstract on the ProQuest site, some major online publications do limit thesis abstracts to 150 words and dissertation abstracts to 350 words.
8. Select Save and Continue.

The PDF

This is where you will upload the final approved version of your manuscript. **Do not upload a draft.** Once you submit your thesis or dissertation, you will not be allowed to make changes unless required by the UND School of Graduate Studies. Be sure your manuscript is in its final form.

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Supplementary files include things like audio, video, and spreadsheets that are part of your dissertation or thesis. These files will be made available in ProQuest when your work is published.

1. Upload any supplemental materials.
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3. There is a 2GB size limit
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5. Select Save & Continue

Administrative Documents

The administrative document section is where you will upload a report from your accessibility checker. You will upload the Accessibility Report from Adobe Acrobat Pro and it must show zero failed items.

1. Upload the Accessibility Report
2. Click Save & Continue

Notes to Administrator

You can add any notes here that you would like your school administrator to know

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2. Select Continue with Pre-Order (only if you are ordering additional copies for yourself)
3. Select Decline Pre-Order (only if you are only ordering the copy that will stay in the CF Library)
4. View your ETD Summary
5. Select Continue
6. If the Order Summary looks good Select Continue

Submit

1. Enter your billing information
2. Select Continue

APPENDIX A: SAMPLE PRELIMINARY PAGES

ACOUSTICAL AND PHYSIOLOGICAL FACILITATING PHONETIC
ENVIRONMENTS IN DEFECTIVE SPEECH SOUNDS

by

John Harvey Doe

Bachelor of Science, Colorado State University, 2001

Master of Science, University of North Dakota, 2004

A Dissertation

Submitted to the Graduate Faculty

of the

University of North Dakota

in partial fulfillment of the requirements

for the Degree of

Doctor of Philosophy

Grand Forks, North Dakota

August
2016

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or

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This thesis (or dissertation) is submitted in partial fulfillment of the requirements for the Degree of Doctor of Philosophy (insert appropriate degree) from the University of North Dakota. This manuscript meets all of the requirements of the School of Graduate Studies at the University of North Dakota and has been read and approved by the Faculty Advisory Committee under whom the work has been completed.

Committee Chair Name, Committee Chair

Committee Member 1 Name

Committee Member 2 Name

Committee Member 3 Name

Committee Member 4 Name

PERMISSION

Title Acoustical and Physiological Facilitating Phenetic Environments in Defective Speech Sounds

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

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LIST OF FIGURES

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ACKNOWLEDGEMENTS

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.

Artificial intelligence (AI) tools [were / were not] used during the preparation of this [thesis/dissertation]. The author assumes full responsibility for the integrity, accuracy, and originality of this work. This statement is consistent with the School of Graduate Studies guidance in addition to the [policies/guidance] of the [Program/Department/Advisory Committee] regarding responsible and transparent use of artificial intelligence in graduate research.

If AI was used, include this statement: [list specific tools used] have been used to [describe permitted uses: e.g., language editing, writing, idea generation, code assistance, transcription support]. All research design, data analysis, interpretation, and scholarly conclusions were performed and validated by the author.

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

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.

INTRODUCTION

This template was built using APA as a guiding framework. You may edit the headings to match those of the style guide you are using. Regardless of which style guide you use, you need to use Headings so they will link to the Table of Contents.

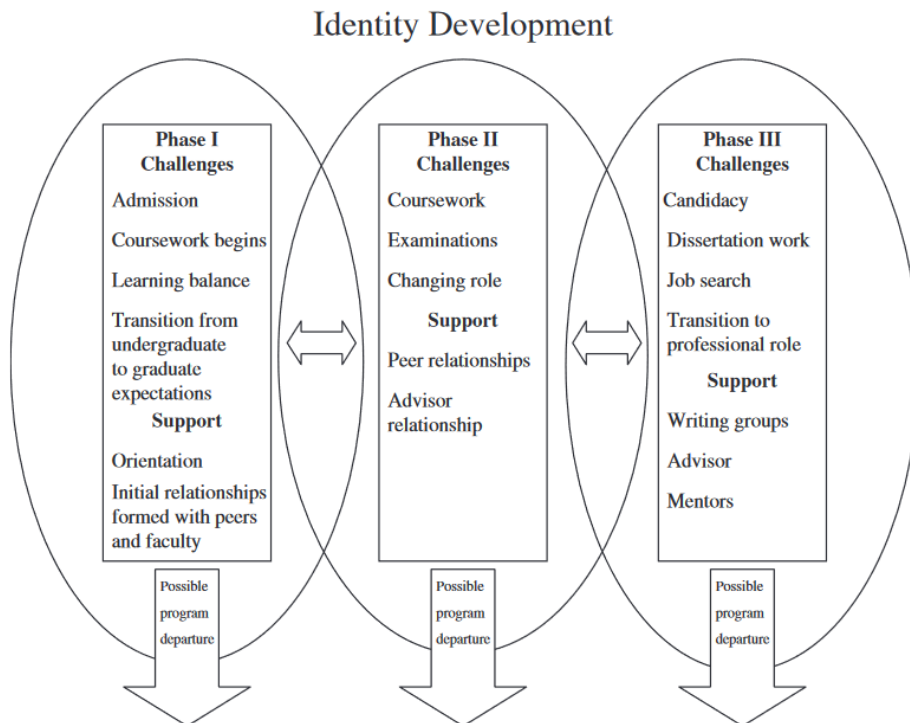
By using the built-in caption function for tables and figures, you will also be able to create a linked List of Figures and a linked List of Tables.

CHAPTER TITLE

Heading 2

Figure 1

Title of Figure



Note. This note will describe the figure in detail. For example, this figure of Gardner's Conceptual Framework of Doctoral Student Development outlines the progressive phases of identity development that doctoral students experience, highlighting key challenges, sources of support, and potential points of attrition at each state.

Heading 3

Table 1

Table Title

Variable Description	Mean Rank: Group 1	Mean Rank: Group 2	U	z	p
Variable 1	87.71	74.27	1990.5	-1.967	.049
Variable 2	91.73	72.73	1817.5	-2.801	.005
Variable 3	93.83	71.92	1727.5	-3.050	.002
Variable 4	87.67	71.67	2057.0	-2.330	.020

Heading 4

Heading 5

Heading 6

Heading 7

APPENDIX B: SAMPLE ACCESSIBILITY REPORT

Accessibility Report

Filename: SGS Year in Review.pdf

Report created by: Laura Look

Organization: University of North Dakota

[Personal and organization information from the Preferences > Identity dialog.]

Summary

The checker found no problems in this document.

- Needs manual check: 0
- Passed manually: 1
- Failed manually: 0
- Skipped: 2
- Passed: 29
- Failed: 0

Detailed Report

Document

Rule Name	Status	Description
Accessibility permission flag	Passed	Accessibility permission flag must be set
Image-only PDF	Passed	Document is not image-only PDF
Tagged PDF	Passed	Document is tagged PDF
Logical Reading Order	Passed manually	Document structure provides a logical reading order
Primary language	Passed	Text language is specified
Title	Passed	Document title is showing in title bar
Bookmarks	Passed	Bookmarks are present in large documents
Color contrast	Skipped	Document has appropriate color contrast

Page Content

Rule Name	Status	Description
Tagged content	Passed	All page content is tagged
Tagged annotations	Passed	All annotations are tagged
Tab order	Passed	Tab order is consistent with structure order
Character encoding	Passed	Reliable character encoding is provided
Tagged multimedia	Passed	All multimedia objects are tagged
Screen flicker	Passed	Page will not cause screen flicker
Scripts	Passed	No inaccessible scripts
Timed responses	Passed	Page does not require timed responses
Navigation links	Passed	Navigation links are not repetitive

Forms

Rule Name	Status	Description
Tagged form fields	Passed	All form fields are tagged
Field descriptions	Passed	All form fields have description

Alternate Text

Rule Name	Status	Description
Figures alternate text	Passed	Figures require alternate text
Nested alternate text	Passed	Alternate text that will never be read
Associated with content	Passed	Alternate text must be associated with some content
Hides annotation	Passed	Alternate text should not hide annotation
Other elements alternate text	Passed	Other elements that require alternate text

Tables

Rule Name	Status	Description
-----------	--------	-------------

Rows	Passed	TR must be a child of Table, THead, TBody, or TFoot
TH and TD	Passed	TH and TD must be children of TR
Headers	Passed	Tables should have headers
Regularity	Passed	Tables must contain the same number of columns in each row and rows in each column
Summary	Skipped	Tables must have a summary

Lists

Rule Name	Status	Description
List items	Passed	LI must be a child of L
Lbl and LBody	Passed	Lbl and LBody must be children of LI

Headings

Rule Name	Status	Description
Appropriate nesting	Passed	Appropriate nesting

[Back to Top](#)