

Guide to Formatting Theses and Dissertations

School of Graduate Studies
University of Missouri-Kansas City

Revised: August 2008

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1. Introduction

Refining the scholar's analytical and problem-solving skills as a prelude to a life of further study and independent research is a primary goal of graduate study, and the process of producing a thesis or dissertation is intended to help the degree candidate achieve that goal. The procedure a graduate student must go through in getting his or her thesis or dissertation approved simulates, in many respects, the "real world" process of submitting a scholarly manuscript for publication. For example, scholarly work outside the university is subject to intensive scrutiny by peers in the author's discipline. Similarly, the thesis or dissertation is reviewed for content and rigor of methodology and relevance to the field by the degree candidate's faculty advisers. Prior to being accepted for publication in scholarly journals, manuscripts are not only reviewed for validity of content by other scholars who serve on editorial review boards, but they are also examined for conformance to specific format style guidelines. At UMKC, the Dean and professional staff of the School of Graduate Studies review the thesis or dissertation for conformance to University guidelines and level of scholarly achievement. In either setting, failure to meet the appropriate standards in the disciplines will result in rejection of the work.

The School of Graduate Studies, guided by the Committee of Graduate Officers, establishes the format regulations for theses and dissertations (T/D) at UMKC. This guide outlines requirements for formatting graduate T/Ds that are specific to UMKC. Unless a requirement is specified in this guide, a T/D must follow the style standards of the latest edition of *A Manual for Writers of Term Papers, Theses and Dissertations*¹, edited by Kate Turabian (University of Chicago Press), for **all** elements of the manuscript, with the following exception. Some academic units have specified alternate formats for the **bibliographic references** to meet the appropriate standards within their respective disciplines. Candidates should check with the Principal Graduate Adviser in their respective academic units to determine the approved standard for that component of their T/Ds. *Any variances from the standards in this guide, Turabian, and discipline-approved bibliographic reference styles must be approved in advance by the Dean of the School of Graduate Studies.*

Correctly formatting the T/D is a tedious endeavor; however, if the degree candidate reads the guide carefully and incorporates the formatting standards throughout the writing stage, the approval process will be much less onerous. During the first four weeks of the Fall or Winter Semesters or the first two weeks of the Summer term, degree candidates may call the School of Graduate Studies office (235-1161 or 235-1731) to schedule a conference with the Senior Information Specialist to make sure they have interpreted the guidelines correctly and to seek guidance on specialized formatting problems.

The completion of the graduate thesis or dissertation represents the culmination of the degree program. It is the apex of the candidate's achievement in the university, and it

¹ Hereafter in this guide, this work will be referred to as **Turabian**.

reflects the author's research methodology, subject knowledge, insights and thinking as a scholar. Printed copies of the T/D will be bound, cataloged, and shelved in the most appropriate UMKC Library and in the University Archives where other scholars and researchers can use them.

Doctoral dissertations and Master's theses will also be published on microfilm through the University Microfilms International (hereinafter referred to as UMI) Dissertation Information Service and made available to researchers throughout the world. The full text of UMKC dissertations since 1995, and theses since Fall 2001 are also available electronically to the UMKC community. A hyperlink to the digital library is available on the School of Graduate Studies website.

Steps in the Approval Process

Approval of the T/D begins with the candidate's supervisory committee. The candidate works closely with his or her research advisers while writing the various sections of the manuscript. For all degree candidates, when the committee members feel the work is complete and ready for final defense by the candidate, each committee member will complete a **Pre-Oral Defense Form** and submit it to the committee chair. The committee chair will then determine a final defense date and announce that date with two weeks notice.

At least six weeks prior to graduation the degree candidate will submit a copy of the T/D to the School of Graduate Studies for a formatting review. The School of Graduate Studies will work with the degree candidates to see that all formatting requirements are met. The deadline for submitting the manuscript to the School of Graduate Studies is printed in the Calendar section of the Schedule of Classes for each term. The actual date varies, but it is approximately six weeks before the end of the fall or winter semester and four weeks before the end of the summer term. In the School of Graduate Studies, the manuscript is reviewed for conformance to the campus standards explained in this guide. The School of Graduate Studies' review process generally takes from two to four weeks.

After the degree candidate has successfully defended and completed all formatting and content changes, they will submit a final draft to the School of Graduate Studies accompanied by **Final Evaluation Forms** completed by each of their committee members and signed by the committee chair. (Some Committee Chairs prefer to send the Final Evaluation forms to the School of Graduate Studies themselves rather than transmit them via the degree candidate.) The School of Graduate Studies is located in Room 300F of the Administrative Center (5115 Oak Street). Once the final draft and all Final Evaluation forms have been received, the Dean of the School of Graduate Studies will review content and certify the T/D. After receiving this certification, the candidate will print the two required deposit copies on archival quality, acid-free paper. These two, unbound copies are then deposited with the appropriate University Library by the deadline noted in the calendar for the current term. **One of the deposit copies must include the approval page with the original faculty signatures as well as the abstract with the original signature of their committee chair.**

At the time of this printing, UMI's microfilming fee is \$70 for dissertations and \$60 for theses; however, UMI periodically changes the required fee. When the dissertation is ready for deposit, the candidate should check with the Reference Librarian to confirm the current amount of this fee. The Libraries will only accept a cashier's check or money order, made payable to ProQuest Information & Learning Co., for both the microfilming fee and the optional copyright fee (\$45). This may be two separate cashier's checks or money orders, both made out to ProQuest Information & Learning Co.; it may also be one cashier's check or money order made out to ProQuest Information & Learning Co., in the total amount of \$115 for dissertations, and \$105 for theses.

Thesis/Dissertation Completion Timeline

| Task | Suggested Completion Date | Notes |
|--|---|--|
| Complete Thesis/Dissertation Manuscript; Copies to Thesis Committee | 10-12 Weeks Before Graduation | Typically requires revisions; work with Advisor & Committee |
| Submit Manuscript to Graduate School for formatting review (accompanied by a Preliminary Approval form signed by the committee chair) | At least 6 Weeks Before Graduation | DEADLINE IS SIX WEEKS BEFORE GRADUATION. Graduate School may require format revisions |
| Committee members will complete the Pre-Oral Defense Form and submit it to the committee chair indicating that the thesis/dissertation is ready to defend | At least 4 Weeks Before Graduation | The committee chair will retain the Pre-Oral Defense forms and schedule the defense |
| Schedule Thesis/Dissertation Defense; Chair announces Defense with 2 weeks notice | At least 4 Weeks Before Graduation | |
| Thesis/Dissertation Defense Committee members will complete Final Evaluation Forms and submit them to the committee chair for his review and signature | At least 2 weeks Before Graduation | The committee chair will ensure that all committee members' comments and corrections are incorporated into the final thesis / dissertation |
| Submit final thesis/dissertation to Graduate School along with the Final Evaluation Forms for approval by Graduate Dean | 2 Weeks Before Graduation | DEADLINE IS TWO WEEKS BEFORE GRADUATION; |
| Make required format changes and re-submit to Graduate School if necessary | 1-2 Weeks Before Graduation | Obtain original signatures of committee on final acid-free copy of manuscript |
| Submit 2 acid-free copies to the proper library and pay microfilming and copyright fees | Before Graduation | Graduation requirements will not be complete until copies are submitted to the library. |

2. Producing the Thesis or Dissertation

Author's Responsibilities

A T/D may be produced with a typewriter, word processor, or computer using word processing software. The **author** is responsible for:

- . The correct presentation of the content, references, and illustrative materials of the manuscript.
- . Making sure the format of the finished document meets university standards.
- . The appropriate arrangement of the parts of the manuscript as specified in this guide.
- . Sentence structure, paragraphing, punctuation, spelling, accuracy and citation of quotations.
- . Proofreading the manuscript.
- . Seeing that the bibliographic citations conform to the appropriate standard.
- . Contacting the School of Graduate Studies Thesis/Dissertation Research Assistant to check the manuscript's format.
- . Being aware of, and meeting, all departmental and School of Graduate Studies' deadlines for submission of thesis or dissertation for approval.
- . Getting copyright permission for any copyrighted material included in the manuscript.

If someone other than the author, such as a professional typist, types the manuscript, he or she is only responsible for producing accurate, neat, legible copy that conforms to a specified format. Typists usually do not make editing decisions, spelling corrections, or changes in grammar or syntax. The author, not the typist, is responsible for complying with University regulations.

Warning: Do not rely on previously approved T/Ds on file in the library as a guide for correct format of your work. Standards change over the years and guidelines are sometimes interpreted in different ways by different individuals responsible for monitoring adherence to standards. Therefore, some previously approved T/Ds may not meet current standards.

Formatting Standards

Print Quality and Size

- . Print must be black, with a sharp, dark image. [The print must be letter quality. UMKC does not accept dot-matrix printing unless type runs 12 pins per matrix (more than 200 dots per inch)].
- . Standard type size of 10-12 characters per inch is required. [If using word processing software with point-style fonts, the font size must be at least 12 points. *For comparison purposes, this guide was printed using Microsoft Word 2000 software with a Times New Roman 12 point font.*]

- . Use standard type faces only; script, italicized or slanted type faces for the body of the thesis or dissertation will be rejected. Italics may be used where allowed by Turabian for emphasis in quotations or where Turabian allows something to be **either** italicized or underlined.
- . Use a uniform type face and size of type throughout the T/D. This includes preliminary matter; text; reference list; within tables; for all headings, sub-headings, table headings, and figure legends; on title pages; for all page numbers; and for the text of all footnotes.
- . Print only on one side of each page.
- . Boldface type may only be used as an alternative to underlining on First, Third, and Fifth level (Turabian) sub-headings, and where required in bibliographies by certain bibliographic formatting guides.

Spacing

- . Double-space the body of the thesis or dissertation.
- . Do **not** put an extra double-space between paragraphs.
- . Triple-space, leaving two blank lines, between chapter headings and either the subheading or first line of text that follows (this usually requires that the soft-ware used be capable of single **and** double-spacing).*
- . Triple-space before subheadings that are preceded by text. If, however, a subheading is preceded by another subheading rather than text, double-space between the two subheadings.
- . Quadruple-space, leaving three blank lines, before and/or after tables and figures that are inserted on the same page as text.
- . Lengthy quotations (more than 40 words or four typed lines) should be set as a block, indented from the left margin, and single-spaced.
- . Footnotes must be single-spaced, but, if there are multiple footnotes on the same page, there must be a blank line between footnotes.
- . The items listed in the **Table of Contents** may be single-spaced within the item, but must have a blank line between items.
- . Indent the first word of each paragraph 6-8 spaces (approximately 1/2 inch) from the left-hand margin. Be consistent throughout the manuscript with the number of spaces used for indentation (e.g. do not use 6 spaces for paragraph indentations in one place and 7 or 8 spaces in others).

****Hint for triple spacing in Microsoft Word - Keep all text double spaced, even between chapter numbers, chapter titles, and headings. THEN, use the "Spacing Before & After" feature to set triple spacing where you need it as follows:***

Click on the title or heading around which you need triple spacing.

Select Format/Paragraph.

Under Spacing/Before--After, add 12 pts (equal to one single-spaced line)

before [By adding 12 points, or 1 line, to a double space...you get triple space!]

Margins

The following are **minimum** margin requirements for all pages of the manuscript. Margins may be larger, but not less, than these minimums. Material in the appendices must also meet these margin requirements. For some materials, this may require photo-reducing the page and then adding a page number on the photo-copy.

Left: Must be **no less than 1-1/4 inches** from left edge of paper.

Right: Must be **no less than 1 inch** from the right edge of paper.

Top: The first line of text must be at least 1-1/4 inches from the top edge of the page.

Bottom: Must be **no less than one inch**. The bottom of the page number must be above the one inch margin.

The margin is determined by the last letter or character in the longest line on the page. Some copiers enlarge the original about one percent. Therefore, production of an original with margins larger than the acceptable minimum is recommended if the deposit copies will be photocopied. Allowing an extra 1/8" on each side is advisable.

Page Numbering

- All pages must be numbered, with the exception of the title page and the copyright or blank page.
- All pages are **counted** in the numbering system, even if not numbered, except the copyright or blank page and the dedication page (if used).
- Preliminary pages (e.g., abstract, table of contents, acknowledgments, etc.) that precede the main text are numbered separately from the rest of the work, using lower case Roman numerals, beginning with the numeral "ii" on the first page of the Abstract. On these preliminary pages, the number is placed in the center at least one inch above the bottom of the page.
- The text, starting with Chapter 1, is numbered consecutively, beginning with Arabic numeral 1. All pages may be numbered at the bottom center, at least one inch above the bottom edge of the page.
- No portion of the page number may extend into the margin areas noted in the previous section.
- The word "page" is not used before the numerals.
- To keep their location and size uniform throughout, page numbers are added after reducing tables, figures, or over-size appendix materials to fit within the margin guidelines.
- On photo-copied materials in the appendices, the page number is enclosed in brackets to indicate it was not part of the original material.
- The font type and size of the page numbers must be the same as the text in the body of the T/D.

Corrections

Handwritten corrections will not be accepted. The use of correction fluid, correction tape, pencil, ballpoint, or felt tip markers is not allowed in the final copy. Corrections must be made so that the final copy is clear and clean.

Paper Quality

After the thesis or dissertation has been certified for acceptance by the Dean of the School of Graduate Studies, successfully defended, and approved in writing by the candidate's supervisory committee members, two unbound copies, printed on paper that meets the following specifications, must be deposited with the UMKC Libraries. The deposit copies must be on **archival quality, acid-free, 8-1/2" by 11", white paper, at least 20-pound weight, with 25 percent rag or cotton content**. Make sure the paper you purchase has the words "**acid-free**" printed on the label. The Library will accept photocopies of the thesis or dissertation as the two depository copies as long as the paper meets the standards noted above.

If unsure whether a paper is acid-free, the candidate may submit a sample sheet of paper to the UMKC Reference Librarian at the Miller Nichols Library for testing by the UMKC Archivist. The testing process will take several days.

Paper quality restrictions only apply to the copies that must be deposited with the UMKC Libraries as part of the candidate's degree requirements. Because archival quality paper is more expensive, the degree candidate is advised not to print the manuscript on archival quality paper until all corrections have been made and the final version has been approved by both the dean of the School of Graduate Studies and all members of the candidate's faculty committee.

Graphics

Clarity and quality are required for all illustrative material (charts, maps, graphs, figures, tables, music, photographs, etc.). Consult Turabian, seventh edition, chapter 26 for format requirements for tables, charts, graphs, illustrations and anything not mentioned specifically in this guide.

Tables

- Turabian allows two styles of table heading formats. Either style is acceptable, but the style selected must be used consistently throughout the manuscript. Candidates in programs that allow APA style for bibliographic references may use APA table format rather than Turabian. Again, the style used must be consistent throughout the manuscript. *For examples of all three heading styles, see Specimen sheets 13-15 in appendix A of this guide.*

- If a table appears on a text page, three blank lines should be left above and below the table.
- Ruling is optional in tables using Turabian guidelines. If tables are ruled, the format should be consistent throughout the manuscript; and, at a minimum, each ruled table should have a single or double horizontal rule at the top, below the heading, and a single horizontal rule at the bottom, or end, of the table.
- **No vertical rules are allowed at the sides of a table.** Turabian suggests that vertical rules be kept to a minimum. APA does not allow any vertical rules in tables.
- Whether using Turabian or APA format, tables should be placed as close as possible after the first reference to the table in the text. However, Turabian suggests that, if space permits, "it is best to finish the paragraph of text in which the reference occurs before inserting the table. If a table cannot be accommodated in the remaining space available for it on a given page, continue the text to make a full page and place the table at the top of the next page." (Turabian, 26.1.2). APA tables are treated the same way, since this is a final manuscript, not an article to be typeset by the journal. See APA 5th Edition, Section 6.03, for more information.
- Table numbering. Tables are numbered consecutively in whole numbers throughout the text of the T/D. Tables included in an appendix should be numbered separately from the tables in the text, such as A1, A2, and so on.
- Textual references to tables. All text references to a table should be by number, not by an introductory phrase such as "in the following table." (See Turabian 26.1.2.2).

Figures

Technical requirements. Original material should be rendered with a permanent, non-water soluble, black ink (e.g. India ink, Koh-i-noor rapidograph waterproof drawing ink, etc.) or produced by high quality computer line graphics. The same quality and size of type required for the text is required for headings, keys, and all other identifying information.

Originals or photocopies of line drawings, graphs and charts may be submitted. Count all illustrated pages, but do not physically number pages with legends only.

Legends and numbering. Legends for figures are single-spaced and are centered beneath figures on the same pages as the figures, if possible. On full-page figures, if adequate space is not available on the same page, center the legend for a plate or continuous figure on the facing page and place the figure on the following page.

The figure legend begins with "Figure" (or the abbreviation "Fig" followed by a period), the number of the figure, another period, two spaces and the title of the figure. See Turabian 26.3.2 for more detailed instructions.

Figures are numbered with consecutive Arabic numerals throughout the thesis or dissertation.

Oversize material. If graphic material is too large for the standard page and format, it may be photo-reduced to fit within the margins. However, all graphic material must be legible and must lend itself to microfilming. Figure legends and page numbers remain standard size; add them after the graphic material has been reduced.

If slight reduction of graphic material is not possible, the sheet may be folded and mounted on a blank sheet of acid-free bond paper. When folded, that sheet must fall within the regular margins as measured on the blank sheet. The blank sheet is numbered in the usual manner.

If oversize material must be used, fold it to fit inside a pocket that will be inserted into the thesis or dissertation. It can be unfolded flat for perusal. Be sure to fold the oversize sheet to allow 1-1/4 inches on the binding edge and a smaller page overall--about 7 X 10-1/2 inches--so the bindery can trim the three edges of the thesis or dissertation without slicing into the folds. The trimming may remove 1/8 inch or more from each of the three open edges. Insert the pocket that will hold the oversize material near where the text mentions that material. (The document weight paper discussed in **Mounting Photos and Other Prints**, which follows, is sufficiently pliable to be folded in this manner.)

Placement. If figures (or tables) are too wide to fit within the margins for the standard "portrait" orientation on the page, they may be turned horizontally on the page with a "landscape" orientation. The top of the figure should then be placed at the book's binding edge (left margin of paper). On pages for these "broadsheet" figures (or tables), the page number must remain at **the bottom center of the page**. [This means that the student may have to run the page through the printer twice, once as a blank page with only the page number in order to put the page number in the proper place, exactly the same as on other pages, and again to properly place the broadsheet figure or table on the page. Alternatively, the page number may be manually typed in the appropriate location.]

Figures inserted within the body of the T/D must not precede the first mention of the figure in the text. All figures **must** be referred to in the text, **by number**, before the figures themselves are inserted in the T/D. Place small figures on a page with some text, or center them on separate sheets. Position each full-page figure on a separate page immediately following the place where it is first mentioned in the text.

Special media. If videotapes or audiotapes are used, include two copies and note "accompanying material available" within the text. University Microfilms, Inc. (UMI) will not record videos. In order to include other types of multi-media components with T/Ds, candidates must petition the School of Graduate Studies **prior to beginning the work**. Petition forms and specification requirements are available in the School of Graduate Studies office.

Mounting of photographs and other prints

- **Use photos with images no smaller than 3-inch X 5-inch, no larger than 5-inch X 7-inch.** Preferably, photographs should be printed directly onto a lightweight document paper that is washed and processed to reduce or neutralize the chemicals which cause deterioration, observing the margin guidelines, and trimmed to 8-1/2" by 11" size.

- **Use no color photos:** Color photographs are impermanent and do not reproduce well (or in color) on microfilm. If using color photos, they must be processed into black and white copies or color reproductions that will be mounted inside the thesis or dissertation. Include original photos with both the Archives and library copies of the manuscript.
- **If photographs or prints must be mounted, do not use any gummed or cellophane tapes, or rubber cement for mounting,** because these materials deteriorate rapidly. The best adhesive method for mounting photographs, prints, etc., is dry mounting. This method uses tissue and a heat press. The use of a cold mount permanent adhesive sheet (made by Fasson, MacTac and others) is recommended for photos and similar materials. These sheets do not require heat for adhesion. Permanent adhesive mount sheets and dry-mount tissue are available at most book stores, photo supply stores, or art supply stores. An alternative method is the use of a neutral wheat paste for wet mounting. This method can cause the paper to which it is adhered to curl, so it is best to test.
- **When using one of the above mounting methods,** it is important to have page numbers and identification of figures already typed on the mounting paper. The mounting paper must be the same quality indicated in the section on "paper quality."
- **Because color reproductions do not fade as rapidly as color photos,** authors may use color reproductions of fine art prints or color photos.

3. Assembling the Sections of the Manuscript

Each thesis or dissertation has three sections: (1) **the preliminary matter**, (2) **the text**, and (3) **the back matter**. Some parts of each section are required, others are optional. The sections are discussed separately in the following paragraphs.

Preliminary Matter

The University requires the following sequence of preliminary matter sections in all T/Ds. This mandatory sequence varies from that cited in Turabian's manual.

- *Title Page
- *Blank Page or Copyright Notice
- *Abstract
- *Approval Page
- *Table of Contents
- List of Illustrations
- List of Tables
- List of Abbreviations
- Glossary
- Editorial Method
- Acknowledgments
- Preface
- Dedication

*Indicates required components

Title Page

The title page includes the title of the manuscript; identification of the type of manuscript and name of degree program; purpose of the manuscript; name of author; author's previous degree(s), institutions and dates and year(s) received; and location and date of publication. The wording and format of the elements of the title page must be exactly as noted here and illustrated on *Specimen sheet 1 in appendix A* of this guide.

When selecting the title, keep in mind that many computer retrieval systems use the words in the title--and sometimes a few other descriptive words--to locate documents. The thesis or dissertation will be a valuable source for other scholars only if it can be located easily. The title should be a meaningful description of the thesis or dissertation's subject. Be sure to use word substitutes for formulae, symbols, superscripts, Greek letters, and so forth. The type-face used on the title page must be the same, in style and size, as the rest of the manuscript. Boldface or larger size typefaces are not allowed.

On the title page, place the title of the work approximately 1-3/4" from the top of the page. Use all capital letters for the title. Set the title in two or more lines if it is longer than 48 characters. Double-space multiple lines in the title and arrange them in inverted pyramid style, with the longest line at the top.

Approximately two inches below the first line of the title, center the words "A THESIS IN" or "A DISSERTATION IN" (as appropriate to the paper) using all capital letters. On the next line below that, insert the official name of the degree program, with only the initial letter(s) capitalized. Two lines below the degree name, insert the three lines of text shown below, centered, single-spaced, and capitalized as shown:

Presented to the Faculty of the University
of Missouri-Kansas City in partial fulfillment of
the requirements for the degree
*[M.S.N. candidates in the Cooperative Nursing Program should check with their
faculty advisers for approved alternative wordings of this statement.]*

Two lines below this, insert the appropriate degree designation, using all capital letters. Check the degree listing in appendix B for the official degree title. Do **not** include emphasis area designations.

Approximately 7 inches from top of page, center the word "by," typed in lowercase letters. On the next line below that, center the author's name, typed in all capital letters. On the second line below the author's name, using upper and lower case letters, center information on the author's previous degree(s), the institution where they were received, and the year awarded. The following is an example of how this should look:

B.A., University of Missouri-Kansas City, 1988

If the author has received more than one previous degree, additional degrees should be indicated in the same manner, each degree on a separate line, single-spaced, with the most recent degree listed last. about 1-3/4" above the bottom of the page, using upper and lower case letters, center the words:

Kansas City, Missouri

On the next line below this, center the year the thesis or dissertation is being submitted. Make sure that this last line of the title page is more than one inch above the bottom of the page. (*See the title page example, Specimen sheet 1, in appendix A.*)

Blank Page or Copyright Notice

The second page of each thesis or dissertation is either a blank page or a page with the copyright notice on it. The candidate secures a copyright by inserting the proper notice of copyright in the work, and by registering the copyright with the U.S. Copyright Office at the time of publication (see guide section on **Copyrighting the Work**). The copyright notice

(see example in Specimen sheet 2, appendix A) should be centered in the lower third of the page and the circled "c" must be lower case. Some word-processing programs can insert this symbol as a graphic character. The year of copyright is the year in which the thesis or dissertation is deposited with the UMKC Libraries, unless the author plans to withhold microfilming (see guide section on **Copyrighting the Work**).

Example of a copyright notice:

© 19--

AUTHOR'S FULL LEGAL NAME

ALL RIGHTS RESERVED

Abstract

The abstract is a required element. It immediately follows the blank page or copyright notice page and is numbered beginning with the small Roman numeral "ii." The format of this section is dictated by the UMKC Graduate Faculty and must be followed exactly.

The abstract should summarize the problems dealt with by the research, the research methods employed, and the major findings. As a digest of the entire thesis or dissertation, the abstract should be organized to correlate with the thesis outline. The same, careful attention given to the writing of the thesis or dissertation should be given to writing the abstract. The purpose of the study, the research methodology, and a summary of the findings should be included. The abstract should not be a mere rewording of the table of contents; and it should not include footnotes or references. The abstract must be in English. **Diagrams, photographs, or abbreviations are not allowed in the abstract.**

Abstract Heading

The **heading** of the abstract begins approximately two inches from the top of the page. Each line of the abstract heading is centered. The abstract heading includes, in the order listed: (1) the thesis or dissertation title; (2) the author's name and the degree to be received; (3) University of Missouri-Kansas City, year; and (4) the word ABSTRACT.

The title is typed in all capital letters. It should be set in two or more lines if it is longer than 48 characters. Multiple lines should be double-spaced and should be arranged in inverted pyramid style, with the longest line at the top. The title on the ABSTRACT page must exactly match the title as listed on the title page.

Triple-space between the title and the author's name. Initial letters only are capitalized in typing the author's name and the degree. The author's full legal name should be used. Any official changes must be made by affidavit through the Registrar. Double-space between the author's name and degree line and the next line which says "University of Missouri-Kansas City, year."

Triple-space before and after the line which says "ABSTRACT."

Abstract Text

Start the text of the abstract on the same page as the heading, on the third line below the word "ABSTRACT" in the heading. The text portion of the abstract must be double-spaced, and it cannot exceed 350 words in dissertations, and 150 words in theses. No exceptions will be allowed. Count the number of characters (including spaces and punctuation) in an average-length line and multiply by the number of lines. An average abstract will comprise about 70 characters per line with a maximum of 35 lines. **Do not include the heading, title, and author's name in the count.** Submit the abstract to the academic department for approval along with the final copies of the thesis or dissertation before submitting the manuscript to the School of Graduate Studies for certification. (*See example of an abstract in Specimen sheet 3 in appendix A*).

Abstract Approval Statement

Triple-space following the text of the abstract. Then add the sentence exactly as shown below, except, of course, change the 000 to the approximate number of words in the abstract. The final information is the name and signature of the professor in charge of the thesis or dissertation. Type the name, title, and academic unit of the professor below the signature line.

Example of proper abstract approval statement:

This abstract of 000 words is approved as to form and content.

John Doe, Ph.D.
Professor of History
College of Arts and Sciences

Approval Page

The approval page is required and is placed immediately following the Abstract. An unsigned copy is included in the copy of the T/D submitted to the School of Graduate Studies for certification. *Type the approval page according to the example in Specimen sheet 4 in appendix A of this guide.*

A copy of the approval page, on the required archival quality, acid-free paper, should be signed at the time of the candidate's final oral defense of the work. All signatures on this sheet must be in **black ink**. Date the approval page with the year in which the oral defense

takes place. A copy of the approval page, printed on archival quality, acid-free paper, with the **original signatures** of all committee members, must be included in one of the copies of the thesis or dissertation deposited with the Library.

Table of Contents

The Table of Contents is required. List all major parts of the thesis or dissertation (except the title page, approval page, blank or copyright page, table of contents, and dedication page) in the Table of Contents. Capitalize **all letters** of the titles of all major divisions: Abstract, acknowledgments, preface, list of illustrations, list of tables, list of abbreviations, glossary, parts, chapter titles, appendix titles, notes, bibliography, reference list, and vita. Word the chapter titles, subheadings, table titles, figure titles, and Appendix titles exactly as they appear in the text. (See Turabian, pages 387-388.)

Subheadings in the chapters may be included in or omitted from the Table of Contents at the discretion of the author. If they are included, however, they must be included for all chapters, in the order of their rank, with page numbers. This means the author cannot begin with first level sub-headings in the Table of Contents' listing for one chapter, but skip to third- or fourth-level sub-headings in another chapter without listing the first two levels. Subheading titles that are longer than one line are single-spaced and the lines after the first line are indented three additional spaces. If the author includes more than one level of subheading in the Table of Contents listing, each level is indented three spaces from the last indentation of the next higher level. The first level subheading is indented three spaces from the **last indentation** of the Chapter heading. Page numbers listed in the Table of Contents are justified right following a line of periods one space apart (period leaders) separating the listing of the title from the page number on which that part of the Thesis or Dissertation begins (See Turabian, page 389). The word "Chapter" is placed over the chapter numbers. Chapter numbers are aligned on the period following the number. *A sample Table of Contents format is included in Specimen sheet 5 in appendix A.*

Optional Elements in the Preliminary Matter

List of Illustrations and List of Tables

These sections must be included if the thesis or dissertation includes any illustrations or tables. They should not be combined into one list. Each list should begin on a new page following the Table of Contents. Be sure all listings include the corresponding page numbers indicated in the text; word the titles exactly as they appear in the text (including capitalization). Do not abbreviate titles in the contents unless they are extremely long. *[See example in Specimen sheet 6 in appendix A of this guide.]*

List of Abbreviations

Turabian suggests that a "list of abbreviations is desirable only if the writer has devised abbreviations instead of using those that are commonly accepted, such as standard abbreviations of titles of professional journals within a given field." See Turabian, pages 384 and 389 for more detailed information.

Glossary

If used, arrange the words alphabetically. Position each word flush left, and follow it with a period, dash, or colon. (See Turabian, pages 385 and 390.)

Acknowledgments

If an acknowledgment section is included, the heading ACKNOWLEDGMENTS, in uppercase letters, is centered on the first page of the section. The text of the section begins on the third line below the heading. In the acknowledgment section, the author may thank mentors and colleagues and list persons, organizations, or institutions that supported the research. Credit may be given to works cited in the text for which permission to reproduce has been granted (see Turabian, pages 80 and 389).

Preface

A preface may be used to explain the writer's motivation for making the study, "the background for the project, the scope of the research, and the purpose of the paper" (see Turabian, page 389).

Dedication

If used, the dedication is the last page in the preliminary matter. The dedication page is neither counted nor numbered. See Turabian, page 386 for more detailed information.

The Text of the Thesis or Dissertation

Divide the text into chapters. Begin each chapter on a new page. Capitalize the chapter headings. Center the word "CHAPTER" followed by the number (in either Arabic or Roman numerals as long as they are consistent and are the same as used in the Table of Contents) approximately two inches from the top of the page. On the second line below that, center the first line of the chapter title (all uppercase letters). Begin the text (or first

sub-heading title) on the third line below the chapter heading. Center the page number at the bottom of the page, at least one inch above the page edge, on the first page of each chapter.

If chapters are subdivided, carefully plan the subheadings according to the five levels of subheadings in Turabian (pages 397-398). If fewer than five levels are used, the author may begin with any of the five levels, as long as the subsequent levels used are in consecutive descending order below the first level that is used. Candidates from academic units that use APA for their bibliographic format may opt to use the APA sub-heading levels, but should note that, unlike Turabian, the APA required combinations of levels are not in consecutive order when fewer than five levels are used (See APA Publication Manual, sections 3.31 and 5.10). Be consistent throughout the manuscript when choosing and placing all headings.

Divide centered subheadings of more than 48 spaces into two or more single-spaced lines, in inverted pyramid form. Divide subheadings that are flush with the left margins into two or more single-spaced lines if they extend more than half a line. Except for the fifth level sub-heading that is run-on into the paragraph and followed by a period, there is no punctuation at the end of a subheading. (*See the example on the first page of a chapter in Specimen sheet 7 in appendix A.*)

Carefully follow all of the requirements for line spacing, margins, pagination, insertion of tables and figures, etc. listed in the Formatting Standards sections of this guide.

Back Matter

Arrange Back Matter sections in the following order:

Appendices (optional)

Endnotes (optional)

*References or Bibliographic Matter

*Vita

*Indicates required components

Appendices

If the thesis or dissertation contains only **one appendix**, center the heading (i.e., "APPENDIX") and the title, then start the text on the same page. See Turabian (page 403).

This section is freer in regard to type size and so forth, because it may include a variety of materials, such as letters, documents and case studies. Type page numbers for appendix pages that are photocopies of other documents at the bottom center of each page, enclosed in brackets. Also, consider whether it is necessary to seek permission to use copyrighted materials that may appear in this section. If so, write for permission early in the writing process.

Endnotes

Endnotes are formatted like footnotes, but are placed at the end of the T/D rather than on the bottom of each page. (See Turabian, pages 151-153, 400, and 403.) Page numbering should be at the bottom center above the one-inch margin, continuing from the previous section.

References and Bibliography

See Turabian, Chapters 15-19 for the reference list or bibliographic styles; **or, use a secondary source approved by the academic department for the bibliographic data only.** *Examples of typical entries in reference lists formatting according to Turabian, APA, and ACM standards are included in Specimen Sheets 9-11 in appendix A.*

Including an Electronic Multi-media Component

Students wishing to include an electronic multi-media component in their thesis or dissertation must obtain permission from their major adviser and from the Dean of the School of Graduate Studies. This form is included in appendix C.

Vita

Insert this biographical sketch about the author last. Center the page number on the first page of the vita at least one inch from the page bottom. Include the date and place of birth, schools attended, degrees awarded, scholastic and professional honors, professional positions held, and professional publications. **Write the Vita in paragraph form and in third person.** (See example **Specimen sheet 12**, in appendix A.) Note: Degree candidates for the M.S. in Oral Biology Degree may use an alternate vita format and should contact the Dental Librarian for specifics.

4. Copyright and Patent Information

Quoting Copyrighted Works

When quoting material used by others, authors must observe the legal rule of "Fair Use." Because this rule is not precisely defined, various organizations have set different guidelines for requesting permission to reprint material from copyright owners. Some universities suggest the author request the copyright owner's permission for any quotation totaling 150 words or more. Some publishers set the number of words at 250; university presses have agreed to a reciprocal use of not more than 300 words. If the author has questions about this, check with the individual publisher and the author's Faculty Supervisor.

If the thesis or dissertation contains other forms of copyrighted material, such as works of art, photographs, maps, tables or standardized tests, obtain permission to use them before the final deposit of the thesis or dissertation. The dissertation cannot be microfilmed until all necessary permissions have been obtained.

Although the author may have permission to use particular copyrighted materials, when that permission is extended to UMI, letters of permission from the author of the copyrighted material must be sent to UMI. UMI checks especially for copyrighted tests in education and psychology dissertations, copyrighted music, and previously-published copyrighted items. UMI's solutions to major copyright questions are fairly simple

- UMI omits portions of a dissertation containing previously copyrighted materials for which the microfilming firm lacks permission to use. The microfilm company inserts special notes in the microfilm copies indicating page numbers not microfilmed, and mentioning that the material is available at the author's university library.
- If the major portion of a dissertation consists of copyrighted materials, UMI will microfilm all of it, but will restrict sales to only the author and his/her university.

Copyrighting Your Work

General Information

Unpublished manuscripts are protected by law, but unless a manuscript is copyrighted at the time it is published, it becomes public property. It may be used or copied without acknowledgment or permission, and it may not be copyrighted later. The microfilming procedure, as well as distribution of any type of duplicated copies, constitutes legal publication.

The university urges authors to copyright their work when it is deposited with the library, especially if the manuscript contains extensive original research, to protect the

author's rights. If the author desires a copyright, the copyright notice should be included on the second page of the T/D as noted in the section of this guide that discussed the Preliminary Matter. This procedure allows the author to keep the copyright in his or her name. To protect the copyright, it should be registered with the Copyright Office of the Library of Congress. Information about the registration process is included in the next subsection.

Normally, the T/D will be bound immediately after deposit, and the bound manuscripts will be available to readers. In addition, dissertations will be forwarded to UMI for publishing on microfilm. Occasionally, however, a candidate will complete a T/D which (s)he plans to publish. If an author is in such a situation, and the manuscript has been accepted for publication, in part or in full, by a journal or other publishing agency, the author may wish to limit access to the T/D and should consult with the Reference Librarian about the available options.

Filing an Application to Register the Copyright

UMI Dissertation Services will apply for registration of a U.S. copyright for doctoral degree candidates. An agreement form is included in the UMI packet given to each doctoral candidate at the time they pick up the copy of their dissertation that has been certified for acceptance from the School of Graduate Studies. The Reference Librarian will submit the copyright application to UMI once the author completes the form and pays the copyright fee, which at the time of this printing is \$45. The copyright fee must in the form of a cashier's check or money order payable to UMI. Personal checks are not accepted by the Library. This charge covers the copyright registration fee plus the cost of two positive microfilm copies required by the U. S. Copyright Office.

Resources for Additional Information

If questions arise about copyrights that the Library cannot answer, write or phone the following agencies:

United States Copyright Office
Library of Congress
101 Independence Avenue, S.E.
Washington, D.C. 20559
(202) 707-3000

This agency provides information on copyright registration procedures and requirements, copyright law, and international copyrights; it registers copyright claims and maintains public records of copyright registrations. Moreover, it conducts copyright record searches on an hourly fee basis, opens files to the public for research during weekday business hours, but does not give legal advice on copyright matters.

**International Copyright
Information Center**
2005 Massachusetts Ave. N.W.
Washington, D.C. 20036
(202) 232-3335

This organization serves as a clearinghouse for information on American copyright holders. It aids publishers in Third World countries contacting American publishers for reprint and translation rights, and is affiliated with the Association of American Publishers (below).

**Association of American
Publishers**
2005 Massachusetts Ave.N.W.
Washington, D.C. 20036
(202) 232-3335
Carol A. Risher, Copyrights
Director

This organization of publishers--from hardback and paperback, elementary through college texts, reference, religious, technical, to scientific and medical books, journals, and computer software databases--monitors copyright activity in government, Congress, and international forums and institutions, and sponsors seminars open to the public for a fee.

Patent Precautions

According to the Chancellor's Memorandum No. 51 (January 14, 1980):

Faculty, staff and students should be aware of the impact of publication on patent applications. For domestic patents, a time limit of twelve months for filing a patent application becomes operative immediately. In some instances, it also imposes a ban on foreign patents. Publication includes a paper or abstract in a scientific journal or other public medium; the presentation of a paper at a scientific meeting; and the shelving of a thesis or dissertation in a library.

Consequently, if the author has a patent pending on the T/D, the UMKC Libraries will secure (and not shelve) the manuscript while the patent is pending. To prohibit the T/D from being shelved, address requests to the Faculty Supervisor or to the T/D Coordinator in the Reference Department (235-1535).

5. A Final Note

A thesis or dissertation manuscript requires and represents a major investment of time and money. Because the T/D approval process is complex and can stretch over a period of several years, authors may find it helpful to keep a diary or file of contacts with university personnel. Such a diary might well include these items: (1) dates of conversations with the Committee Chairman, indicating the decisions made; (2) dates and information received from offices from whom advice was sought; (3) instructions or guidelines, including the name of the person contacted; (4) dates when corrected chapters were returned by Committee members. People important to the successful completion of the T/D and degree program may become ill, leave the university, or retire. In such cases, written notes are a valuable resource.

Check List for Candidate

The following are representative of the TECHNICAL formatting items that degree Candidates should check before submitting their T/D to the School of Graduate Studies for approval. The Candidate is urged to use this sheet as a CHECK LIST in order to prevent delay in approval of his or her manuscripts and possible delay in awarding the degree.

- ___ Title page format conforms to guidelines in SPECIMEN SHEETS in appendix A of this guide
- ___ The type face is the same style and size throughout the manuscript (except for photocopied materials in the appendices)
- ___ Boldface type has not been used on the title page, in the Table of Contents, or for headings of Chapters and other major sections.
- ___ There is a blank page or copyright page after title page
- ___ There are no page numbers on the TITLE PAGE, or BLANK OR COPYRIGHT PAGE.
- ___ Numbering begins on ABSTRACT page with the small roman numeral "ii"
- ___ Abstract does not exceed the 350 word maximum for dissertations and 150 word maximum for theses.
- ___ Order of front matter is correct and meets the following standard:
 - Title page
 - Blank page or copyright page
 - Abstract
 - Approval page
 - Table of Contents
 - List of Illustrations (if figures/graphs/etc. are used)
 - List of Tables (if manuscript has tables)
 - Acknowledgments (if used)
 - Preface (if used)
 - Dedication (if used)
- ___ Page numbers are above the 1" minimum page margin. (You will need to set both the bottom and footer margins to at least 1" to accomplish this).
- ___ Table of Contents is not listed as an entry in the TABLE OF CONTENTS
- ___ The word "Chapter" is not included before each chapter number in the Table of Contents, but is placed once as a heading over the chapter numbers (see example in Speciman section).
- ___ Chapter headings and/or sub-headings listed in the TABLE OF CONTENTS match the corresponding headings in the text.

___ LIST OF TABLES and LIST OF ILLUSTRATIONS are not combined on the same page.

In LIST OF TABLES and/or LIST OF ILLUSTRATIONS:

___ There are period-leaders between table/figure titles and page number

___ The word "Table" and/or "Figure" is not included before table/fig. number, but is placed once as a heading over the table/fig. numbers. (see examples in Turabian)

___ Tables and figures are numbered consecutively throughout the T/D

___ Left and top margins are at least 1-1/4" throughout the document (except for page numbers)

___ Bottom, and right margins are at least 1" throughout the document

___ All over-size material has been photo-reduced to fit margins; the page numbers have been added after reduction:

___ Tables

___ Figures

___ Appendices

___ The LEGENDS on Figures are below the figure if space allows. [For full-page figures, the legend may be placed on the facing page.]

___ Levels of headings and sub-headings are correct.

___ There are brackets around page numbers of photocopied materials in appendices

REFERENCES conform to appropriate standard:

___ Turabian

___ APA (Education, Communication Studies, Psychology, Nursing, Conservatory)

___ ACM (SCE)

___ AIP (Physics)

___ ACS (Chem., Biol. Sci)

___ Chicago Manual of Style (History)

___ AMSPLAIN (Mathematics)

___ Other: _____

[Submit a copy of the guidelines for any alternative standard.]

___ Vita is included

APPENDIX A
SPECIMEN SHEETS

[NOTE: The page numbers on the examples in this APPENDIX
are representative of the appropriate placement
in an actual thesis or dissertation.
Instructional information printed in italics and/or enclosed in brackets is not
intended to be included in the actual thesis or dissertation section.]

[Place copyright notice in the lower one-third of the page. The circled "c" must be in lower case. The year of the copyright is the year in which the T/D is deposited with the UMKC Libraries, unless the author plans to withhold microfilming.]

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AN ABSTRACT IN A UNIVERSITY OF MISSOURI-
KANSAS CITY THESIS OR DISSERTATION:
INSTRUCTIONS FOR PREPARATION

Marcy Anne Morris, Candidate for the Master of Arts Degree*
*[*Use actual degree designation here; i.e. Doctor of Philosophy, Master of Science, etc.]*

University of Missouri-Kansas City, 2003

ABSTRACT

When preparing the abstract, follow carefully the directions in University of Missouri-Kansas City Guide to Formatting Graduate Theses and Dissertations. In addition, use the form illustrated in this sample. The type of information shown at the top of the page and at the end of the abstract is included in all abstracts. The spacing and capitalization must be observed.

Center horizontally the information at the top: (1) the title; (2) the author's name and the degree to be received; (3) University of Missouri-Kansas City, year; and (4) ABSTRACT. Begin typing the title approximately 2" from the top of the page. The title, in all capitals, is set in two lines (or more) if it is longer than 48 spaces; use inverted pyramid style and doublespace. Triple-space between the title and the author's name. Initial letters only are capitalized in typing the author's name and the degree. Double-space before adding the "University of Missouri-Kansas City." Triple-space before and after "ABSTRACT."

Triple-space following the text of the abstract. Then add the sentence exactly as shown below, except, of course, change, the 000 to the approximate number of words in the abstract. The final information is the name and signature of the professor in charge of the thesis (dissertation). Type the name of the professor below the signature line.

This abstract of 000 words** is approved as to form and content.

[Type Name and degree of Committee Chair beneath signature line]
[Type academic rank of Committee Chair beneath his or her name]
[Type Name of Chair's Academic Unit beneath academic rank]

Example: John R. Jones, Ph.D.
Associate Professor
Department of Physics

****IMPORTANT NOTE:** Abstracts may contain no more than **350** words in a dissertation and no more than **150** words in a thesis.

The undersigned, appointed by the Dean of **[insert the name of candidate's school or college here, see note below for special cases]**, have examined a **[insert the word thesis or dissertation as appropriate here]** titled "**[insert exact title of thesis or dissertation here]**," presented by **[insert candidate's name here]**, candidate for the **[insert degree title here]** degree, and hereby certify that in their opinion it is worthy of acceptance.

Example:

The undersigned, appointed by the Dean of the College of Arts and Sciences have examined a thesis titled "Successful Predictors of Graduate School Completion," presented by John A. Student, candidate for the Master of Arts degree, and hereby certify that in their opinion it is worthy of acceptance.

John L. Smith, Ph.D.
Department of History

Date

Robert W. Black, Ph.D.
Department of History

Date

Joan R. Jones, Ph.D.
Department of English

Date

EDITORIAL NOTES:

The above faculty signature lines are given as an example of the format to use.

*For **Interdisciplinary Ph.D. candidates**, the appropriate wording here will be: **The undersigned, appointed by the Dean of the School of Graduate Studies, . . .***

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CHAPTER 1
INTRODUCTION

All chapter headings are centered and are in all capital letters. The text that follows a chapter heading should begin on the third line below the last line of the heading. In other words, there should be two blank lines between the chapter heading and the first line of text.

All page numbers may be placed at the bottom center of each page with no less than a one-inch margin *below* the page number.

This sample page is intended to illustrate the way the first page of a chapter should be formatted and includes examples of each of the five appropriate levels of subheadings in Turabian, in descending order. APA levels follow.

First-level: Centered Heading
and Underlined or Boldfaced

Note that there should be two blank lines above a subheading. The sub-heading itself is single-spaced if it contains more than one line. There is only one blank line between a sub-heading and the text that follows. The text, of course, is always double-spaced.

Second-level: Centered Heading
Not Underlined

The second-level is centered, without underlining or boldfacing, and capitalized headline style. It is divided into two or more lines if it has more than 48 spaces, and the lines are arranged in inverted pyramid style. A multiple-line subheading is single-spaced.

Third-level Side Heading: Underlined
or in Boldface, and at the Left Margin

If the subheading is more than half a line long, it should be divided into two (or more) single-spaced lines. Text for this level begins on the second line below the last line of the subheading. Capitalization is headline style.

Fourth-level is also flush with left margin: No underline or boldface

As with the third-level, the text begins on the second line below the last line of the subheading. If it contains more than one line, the subheading is single-spaced.

Capitalization for fourth and fifth levels is sentence style.

The fifth-level is run into a new paragraph. It is underlined or in bold face, as demonstrated, and followed by a period. It would be continued, if appropriate, at the left margin.

*APA levels are similar to Turabian, but students using APA format for spacing and headings should note that APA does **not** use the levels in descending order. For more information, students should see the 4th edition APA Manual, section 3.32. For information on spacing between text and headings, see Appendix A of the same manual.*

APA First Level Heading

APA's first level looks like Turabian's second level. It is centered, no boldface or underline, and can be **either** single-spaced or double-spaced if in two lines.

APA Second Level Heading

The second level is centered and italicized. It allows the same spacing formats as APA's first level. All levels may be either single- or double-spaced, according to the preference of the student or the student's advisers. **Important Note:** *In APA, level 2 headings are **not** used except when **all** levels of headings are used.*

APA Third Level Heading

The third level is italicized, but instead of being centered, it is flush with the left margin.

APA fourth level heading. The fourth level heading is run into the new paragraph. It is italicized and ends with a period. **Important Note:** *The fourth level heading is capitalized sentence style, with only the first letter of the first word capitalized. This is different from APA levels 1-3.*

APA restrictions on use of subheading levels:

If you are using APA subheading levels, and you only use **one** subheading level subordinate to your CHAPTER headings, you must use APA **Level One** heading style.

If you choose to use **two** subheading levels, you must use APA **Levels One and Three**.

If you choose to use **three** subheading levels, you must use APA **Levels One, Three, and Four**.

If you choose to use **four** subheading levels, then and only then may you use **all four APA Levels**, including **Level Two**.

APA heading levels do not allow for subdividing material into more than four levels within a chapter.

Note: All page numbers on the reference list will be centered at the bottom of the page above the one-inch margin. Page numbering continues from the previous section.

REFERENCE LIST

- Bettelheim, Bruno. 1976. The frame story of *Thousand and one nights*. Chap. in *The use of enchantment: The meaning and importance of fairy tales*. New York: Vintage Books, a Division of Random House.
- Bober, M. M. 1948. *Karl Marx's interpretation of history*. 2d ed. Harvard Economic Studies. Cambridge: Harvard University Press.
- Franklin, John Hope. 1985. *George Washington Williams: A biography*. Chicago: University of Chicago Press.
- Jackson, Richard. 1979. Running down the up-escalator: Regional inequality in Papua New Guinea. *Australian Geographer* 14 (May): 175-84.
- Weber, Bruce. 1985. The myth maker: The creative mind of novelist E. L. Doctorow. *New York Times Magazine*. 20 October, 42.

This is an example only. Refer to Turabian for complete discussion of formatting rules for Reference List entries. Note, however, that when using Turabian standards for a list that is alphabetized by last name of author, the author's first and middle name may be included. A period follows each element of the reference. The year of publication is the second element of each reference. Only the first letter of the initial word and the first word following a colon is capitalized in book and journal article titles.

Important Note: The example above is of a reference list, used with parenthetical references in the text. If you use footnotes, you should use the Turabian "Bibliography" format. See Turabian for more information.

REFERENCES

- Becker, L. J., & Seligman, C. (1981). Welcome to the energy crisis. *Journal of Social Issues*, 37(2), 1-7.
- Glaser, R., & Bond, L. (Eds.). (1981). Testing: Concepts, policy, practice, and research [Special issue]. *American Psychologist*, 36(10).
- Letheridgy, S., & Cannon, C.R. (Eds.). (1980). *Bilingual education: Teaching English as a second language*. New York: Praeger.
- Lublin, J. S. (1980, December 5). On idle: The unemployed shun much mundane work, at least for a while. *The Wall Street Journal*, pp. 1, 25.
- Strunk, W., Jr., & White, E. B. (1979). *The elements of style* (3rd ed.). New York: Macmillan.

*Refer to the Publication Manual of the American Psychological Association, latest edition, for a discussion of the rationale and complete listing of APA rules for formatting Reference List entries. Only initials are used for first and middle names of authors. The year of publication is placed in parentheses. Note in particular that APA entries may be double-spaced **or** single-spaced. If references are single spaced, however, double-spacing is required **between** references, as in Turabian.*

Because theses and dissertations are finished manuscripts, UMKC requires that run-over lines in an APA formatted reference entry be indented three to five spaces from the left margin. The above examples are indented five spaces.

[If References are listed by author / date]

REFERENCE LIST

- Ganapathi, M., Fischer, C. N., Scalpone, S. J., and Thompson, K. C. 1981. *Computers and Intractability: A Guide to the Theory of NP-Completeness*. Freeman, San Francisco.
- Garey, M. R. 1972. Optimal binary identification procedures. *SIAM J. Appl. Math.* 23, 2 (month), 173-186.
- Gouda, M. G., and Dayal, U. 1981. Optimal semijoin schedules for query processing in local distributed database systems. In *Proceedings of ACM SIGMOD International Conference on Management of Data* (Ann Arbor, Mich., Apr. 29-May 1). ACM, New York, pp. 164-175.

[If References are listed by numbers]

REFERENCES

1. Ganapathi, M., Fischer, C. N., Scalpone, S. J., and Thompson, K. C. *Computers and Intractability: A Guide to the Theory of NP-Completeness*. Freeman, San Francisco, 1981.
2. Garey, M. R. Optimal binary identification procedures. *SIAM J. Appl. Math.* 23, 2 (1972), 173-186.
3. Gouda, M. G., and Dayal, U. Optimal semijoin schedules for query processing in local distributed database systems. In *Proceedings of ACM SIGMOD International Conference on Management of Data* (Ann Arbor, Mich., Apr. 29-May 1). ACM, New York, 1981, pp. 164-175.

[These are for example only, see ACM Manual for full explanations and rationale. Note that ACM no longer requires full capitalization of last names of authors. Also note the change in placement of year of publication depending on whether the citations have been by author/date or numbered. In either form, the items are alphabetized by last name of author.]

VITA

Cavale Elise Nicholson was born on October 18, 1945, in Chicago, Illinois. She was educated in local public schools and graduated from Luther High School as class valedictorian in 1962. She received a Regents Scholarship to the University of Chicago in Chicago, Illinois, from which she graduated, Phi Beta Kappa and magna cum laude, in 1967. Her degree was a Bachelor of Science in Chemistry.

After working as a laboratory assistant for one year at Marion Laboratories in Kansas City, Missouri, Ms. Nicholson began a master's program in secondary education at the University of Missouri-Columbia. She was awarded the Master of Arts degree in Education in May, 1971.

In 1970, Ms. Nicholson assumed a position teaching science at Raytown South High School in Raytown, Mo. Since 1975, she has also served as vice principal of the school. She began work toward her Ph.D. in Education at the University of Missouri-Kansas City in the Fall of 1972. Upon completion of her degree requirements, Ms. Nicholson plans to continue her career in secondary education administration and to pursue research interests.

Ms. Nicholson is a member of the American Chemical Society, the National Education Association, and the Missouri Teachers Association.

Table 12.--Estimated standard errors for selected estimates of persons from the
 "Participation in Adult Education"
 CPS supplement

| Estimate | Standard Error | 90 percent confidence interval |
|---------------|----------------|--------------------------------|
| 10 | 4.5 | 2.8 to 17.2 |
| 50 | 10.2 | 33.7 to 66.3 |
| 500 | 30.0 | 452 to 548 |
| 500,000 . | 253.0 | 49,595 to 50,405 |
| ... | | |

Source: National Center for Education Statistics, Digest of Education Statistics, 1993, U.S. Department of Education

Important Note: If your table is more than 1 page long, you begin the 2d (& subsequent) page(s) with the title:

Table #.--Continued.

You then repeat the column headers (in this case, "Estimate," "Standard Error," and so on, then continue with the remainder of your table.

TABLE 12

ESTIMATED STANDARD ERRORS FOR SELECTED ESTIMATES OF
PERSONS FROM THE "PARTICIPATION IN ADULT
EDUCATION" CPS SUPPLEMENT

| Estimate | Standard Error | 90 percent confidence interval |
|---------------|----------------|--------------------------------|
| 10 | 4.5 | 2.8 to 17.2 |
| 50 | 10.2 | 33.7 to 66.3 |
| 500 | 30.0 | 452 to 548 |
| 500,000 . | 253.0 | 49,595 to 50,405 |
| ... | | |

Source: National Center for Education Statistics, Digest of Education Statistics, 1993, U.S. Department of Education

Note: If your table is 2 or more pages long, use the "Table #.--Continued." heading as shown on the previous page.

Table 12

*Estimated Standard Errors for Selected Estimates of Persons from the
"Participation in Adult Education" CPS Supplement*

| Estimate | Standard Error | 90 Percent Confidence Interval |
|----------|----------------|--------------------------------|
| 10 | 4.5 | 2.8 to 17.2 |
| 50 | 10.2 | 33.7 to 66.3 |
| 500 | 30.0 | 452 to 548 |
| 500,000 | 253.0 | 49,595 to 50,405 |

Source: National Center for Education Statistics, Digest of Education Statistics, 1993, U.S.
Department of Education

NOTE: At the discretion of the candidate, APA allows tables to be singled-spaced if it will improve readability of the content. However, all tables in a T/D should be formatted using the same line spacing.

NOTE: If your table is more than 1 page long, you must use the APA-approved method for continuing your table. At the bottom right of the 1st page (and all necessary subsequent pages, if it is a long table)--within the margin but outside the table itself--write “(table continues)” without the quotation marks. You then repeat the column headings, but not the table # or title, on the next page(s), and continue your table. (The column headings, here, are “Estimate,” “Standard Error,” etc.

APPENDIX B

LISTING OF UMKC GRADUATE DEGREE PROGRAMS
WITH THESIS OR DISSERTATION OPTIONS

The official degree program designations listed below for master's degree programs and non-interdisciplinary doctoral programs will appear, as appropriate, on the diploma when the degree is awarded. Only the official names listed here may be used on the title page of the T/D.

| Type of manuscript | Official Degree Program Listing | ...in partial fulfillment of the requirements for the degree |
|-----------------------------------|---------------------------------|--|
| College of Arts and Sciences | | |
| A THESIS IN | Administration of Justice | MASTER OF SCIENCE |
| A THESIS IN | Art History | MASTER OF ARTS |
| A THESIS IN | Chemistry | MASTER OF SCIENCE |
| A THESIS IN | Communication Studies | MASTER OF ARTS |
| A THESIS IN | Economics | MASTER OF ARTS |
| A THESIS IN | History | MASTER OF ARTS |
| A THESIS IN | Mathematics | MASTER OF SCIENCE |
| A THESIS IN | Physics | MASTER OF SCIENCE |
| A THESIS IN | Political Science | MASTER OF ARTS |
| A THESIS IN | Psychology | MASTER OF ARTS |
| A DISSERTATION IN | Psychology | DOCTOR OF PHILOSOPHY |
| A THESIS IN | Sociology | MASTER OF ARTS |
| A THESIS IN | Studio Art | MASTER OF ARTS |
| A THESIS IN | Theatre | MASTER OF ARTS |
| A THESIS IN | Urban Environmental Geology | MASTER OF SCIENCE |
| School of Biological Sciences | | |
| A THESIS IN | Biology | MASTER OF SCIENCE |
| A THESIS IN | Cellular and Molecular Biology | MASTER OF SCIENCE |
| School of Computing & Engineering | | |
| A THESIS IN | Computer Science | MASTER OF SCIENCE |
| A THESIS IN | Civil Engineering | MASTER OF SCIENCE |
| A THESIS IN | Electrical Engineering | MASTER OF SCIENCE |
| A THESIS IN | Mechanical Engineering | MASTER OF SCIENCE |

| Conservatory of Music | | |
|--|---|------------------------|
| A THESIS IN | Music | MASTER OF ARTS |
| A THESIS IN | Music Therapy | MASTER OF ARTS |
| A THESIS IN | Conducting | MASTER OF MUSIC |
| A DISSERTATION IN | Conducting | DOCTOR OF MUSICAL ARTS |
| A THESIS IN | Music Composition | MASTER OF MUSIC |
| A DISSERTATION IN | Music Composition | DOCTOR OF MUSICAL ARTS |
| A THESIS IN | Music Education | MASTER OF MUSIC |
| A THESIS IN | Music History & Literature | MASTER OF MUSIC |
| A THESIS IN | Music Theory | MASTER OF MUSIC |
| A THESIS IN | Performance | MASTER OF MUSIC |
| A DISSERTATION IN | Performance | DOCTOR OF MUSICAL ARTS |
| School of Dentistry | | |
| A THESIS IN | Dental Hygiene Education | MASTER OF SCIENCE |
| A THESIS IN | Oral Biology | MASTER OF SCIENCE |
| School of Education | | |
| A DISSERTATION IN | Counseling Psychology | DOCTOR OF PHILOSOPHY |
| School of Nursing | | |
| A THESIS IN | Nursing | MASTER OF SCIENCE |
| A DISSERTATION IN | Nursing | DOCTOR OF PHILOSOPHY |
| School of Pharmacy | | |
| A THESIS IN | Pharmaceutical Science | MASTER OF SCIENCE |
| The following degree designations may be used for students completing a Ph.D. program in existence prior to the implementation of the Interdisciplinary Ph.D. program: | | |
| A DISSERTATION IN | Chemistry Mathematics Pharmaceutical Science Curriculum and Instruction Educational Administration Reading Education | DOCTOR OF PHILOSOPHY |

INTERDISCIPLINARY Ph.D. DEGREE CANDIDATES:

On their title pages, degree candidates in the Interdisciplinary Ph.D. Program will insert the names of all of their disciplines under "degree name," in the form

A DISSERTATION IN
[Insert Name of Coordinating Unit Discipline here]
and
[Insert name of Co-Discipline here]

If the candidate has more than one co-discipline, insert the "and" on the line immediately preceding the last co-discipline. The discipline names must agree with the way in which they are listed in the official discipline list provided by the School of Graduate Studies. Candidates should request a copy of this list at the time they are preparing their dissertations.

APPENDIX C
SAMPLE FORMS

Candidates may obtain copies of these forms
from the Principal Graduate Advisers
in their respective academic units
or from the
School of Graduate Studies Office
Administrative Center 343
5115 Oak Street
(235-1161)

PRELIMINARY APPROVAL OF THESIS OR DISSERTATION
BY DEGREE CANDIDATE'S SUPERVISORY COMMITTEE

TO: Dean, School of Graduate Studies

RE: Candidate's Name:

Degree sought:

The SUPERVISORY COMMITTEE for the degree candidate named above, has reviewed this manuscript and finds it acceptable, pending satisfactory defense by the candidate at the final examination.

The bibliographic reference format approved by the committee for this candidate's work is:

- Turabian - Parenthetical author/date format
- Turabian - Numbered list format
- American Psychological Association (APA) [Approved standard for use by: Communication Studies, Psychology, School of Education, Conservatory of Music, and School of Nursing]
- Association of Computing Machinery (ACM) - [SCE Standard]
- Journal of the American Medical Association - [Approved standard for School of Dentistry]
- Handbook for Authors of Papers in American Chemical Society Publications - [Approved standard for Department of Chemistry, School of Biological Sciences, and School of Pharmacy]
- Council of Biology Editors. CBE Style Manual - [An approved alternative standard for School of Biological Sciences. Also an approved style for some students with a Pharmacology focus in their research.]
- ASM Style Manual for Journals and Books - American Society of Microbiology - [An approved alternative standard for School of Biological Sciences]
- Style Manual for Guidance in the Preparation of Papers for Journals Published by the American Institute of Physics, 3d ed. New York: AIP, 1978. [Physics students]
- Chicago Manual of Style [Approved standard for History]
- AMSPLAIN Double Spaced [Approved standard for Mathematics]
- Alternate Style Manual: [List alternate source and attach a copy of the guidelines to this form]

Comments:

Signature of Supervisory Committee Chair: _____ Date signed: _____

Typed name of Chair: _____

Revised 9/11/97]

Please complete this form and forward it **to the Supervisory Committee Chair** following your review of the Master's Thesis and prior to the oral defense. The Supervisory Committee Chair will use this report in determining if an oral defense should be scheduled.

UNIVERSITY OF MISSOURI - KANSAS CITY

Graduate Studies

MASTER'S THESIS

PRE-ORAL DEFENSE FORM

Author: Final (Thesis) Examination Committee
1.

Academic Field: 2.

Title of Dissertation: 3.

Director of Thesis:
(Chair, Supervisory Committee)

Committee Member Submitting Report:

Recommendation: Do you recommend that an oral defense be scheduled to defend this thesis for the Master's Degree?

Comments:

Date _____

Signature of committee member completing this report

This form is for committee communication only. Do **not** send this form to the Graduate School.

Please complete this form and forward it **to the Supervisory Committee Chair** following your review of the Master's Thesis and prior to the oral defense. The Supervisory Committee Chair will use this report in determining if an oral defense should be scheduled.

Please complete this form and forward it to the Supervisory Committee Chair following the oral defense of the master's thesis. The Supervisory Committee Chair, in turn, will forward the final report forms to the School of Graduate Studies.

UNIVERSITY OF MISSOURI - KANSAS CITY

Graduate Studies MASTER'S THESIS FINAL REPORT FORM

Author: Final (Thesis) Examination Committee
Academic Field: 1.
Title of Thesis: 2.
3.

Director of Thesis:
(Chair, Supervisory Committee)

Committee Member Submitting Report:

As this form has been prepared to meet all types of theses presented to the School of Graduate studies, it may contain questions not appropriate to the thesis submitted to you. Please answer as many as are appropriate. All questions on the reverse side are to be answered.

Method of Research

1. Command of the proper method of research or experimentation.
Superior **Good** **Acceptable** **Unacceptable**
Comment:

Use of Old Material

2. Command of the literature of the subject.
Superior **Good** **Acceptable** **Unacceptable**
Comment:

Use of New Material

3. Industry, skill, and judgment in gathering new material.
Superior **Good** **Acceptable** **Unacceptable**
Comment:

Originality

4. Originality and insight in the interpretation of old and new material.
Superior **Good** **Acceptable** **Unacceptable**
Comment:

Style

5. Clearness, logical arrangement, English style.
Superior **Good** **Acceptable** **Unacceptable**
Comment:

Scope

6. Adequacy of scope and of substance.
Superior **Good** **Acceptable** **Unacceptable**
Comment:

The following questions are to be answered by all readers.

Summary

7. Estimate of the work as a whole.
Superior **Good** **Acceptable** **Unacceptable**
Comment:

8. Please summarize your evaluation of the thesis. Include an appraisal of the significance of the contribution to the discipline.

Recommendation

9. Do you recommend the acceptance of this thesis for the Master's Degree?

Alterations

10. Is the thesis (or parts thereof) publishable? What alterations need to be made?

Date _____

Signature of committee member completing this report

All final changes to the thesis have been made and I recommend acceptance of the thesis for the degree requirements.

Date _____

Signature of Supervisory Committee Chair

Please complete this form and forward it **to the Dissertation Director** following your review of the Doctoral Dissertation and prior to the oral defense. The Dissertation Director will use this report in determining if an oral defense should be scheduled.

UNIVERSITY OF MISSOURI - KANSAS CITY

Graduate Studies DOCTORAL DISSERTATION PRE-ORAL DEFENSE FORM

Author: Final (Dissertation) Examination Committee
1.

Academic Field: 2.

Title of Dissertation: 3.

Director of Dissertation:
(Chair, Supervisory Committee) 4.
5.

Committee Member Submitting Report:

Recommendation: Do you recommend that an oral defense be scheduled to defend this dissertation for the Doctoral Degree?

Comments:

Date _____

Signature of committee member completing this report

Please complete this form and forward it **to the Dissertation Director** following your review of the Doctoral Dissertation and prior to the oral defense. The Dissertation Director will use this report in determining if an oral defense should be scheduled.

Please complete this form and forward it to the Dissertation Director following your review of the doctoral dissertation and prior to the oral defense. The Dissertation director, in turn, will forward the final report forms to the School of Graduate Studies.

UNIVERSITY OF MISSOURI - KANSAS CITY

Graduate Studies DOCTORAL DISSERTATION FINAL REPORT FORM

Author: Final (Dissertation) Examination Committee
1.
Academic Field: 2.
Title of Dissertation: 3.
4.
Director of Dissertation: 5.
(Chair, Supervisory Committee)

Committee Member Submitting Report:

As this form has been prepared to meet all types of dissertations presented to the School of Graduate studies, it may contain questions not appropriate to the dissertation submitted to you. Please answer as many as are appropriate. All questions on the reverse side are to be answered.

Method of Research

1. Command of the proper method of research or experimentation.
Superior **Good** **Acceptable** **Unacceptable**
Comment:

Use of Old Material

2. Command of the literature of the subject.
Superior **Good** **Acceptable** **Unacceptable**
Comment:

Use of New Material

3. Industry, skill, and judgment in gathering new material.
Superior **Good** **Acceptable** **Unacceptable**
Comment:

Originality

4. Originality and insight in the interpretation of old and new material.
Superior **Good** **Acceptable** **Unacceptable**
Comment:

Style

5. Clearness, logical arrangement, English style.
Superior **Good** **Acceptable** **Unacceptable**
Comment:

Scope

6. Adequacy of scope and of substance.
Superior **Good** **Acceptable** **Unacceptable**
Comment:

The following questions are to be answered by all readers.

Summary

7. Estimate of the work as a whole.
Superior **Good** **Acceptable** **Unacceptable**
Comment:

8. Please summarize your evaluation of the dissertation. Include an appraisal of the significance of the contribution to the discipline.

Recommendation

9. Do you recommend the acceptance of this thesis for the Doctoral Degree?

Alterations

10. Is the dissertation (or parts thereof) publishable? What alterations need to be made?

Date _____

Signature of committee member completing this report

All final changes to the dissertation have been made and I recommend acceptance of the dissertation for the degree requirements.

Date _____

Signature of Supervisory Committee Chair