

# Manual for Paper Submitted Theses and Dissertations

## Introduction

Use this manual as a guide for formatting your dissertation, thesis or document. Your dissertation will represent you, your department, and the University of Arizona in the international scholarly community. Your work is important and worthy of professional presentation. This manual lists Graduate College requirements for meeting these high standards.

In this manual the word *dissertation* includes documents and theses. If format requirements for the document or thesis vary from those for the dissertation, specific requirements for each will be listed.

Take a look at [Current Research @](#): to browse dissertations and theses accepted at the University of Arizona.

## University Microfilms Incorporated (UMI)

Your dissertation will be published by [University Microfilms Incorporated](#), Ann Arbor, Michigan. Upon certification by your major professor, your examining committee, and the Graduate College, a copy of the dissertation is sent to UMI. Paper copies of your work will be produced on demand by UMI. Catalog information is sent to the Library of Congress for production and distribution of catalog cards for libraries. A copy of the dissertation is also forwarded to the University of Arizona Library at the time it is approved for acceptance by the Graduate College. Your abstract is printed in Microfilm Abstracts and distributed to leading libraries in the United States and abroad and to a selected list of journals and abstracting services.

Publication by UMI does not preclude publication by other means later. You are urged to submit your work for publication in a scholarly or professional journal. Suitable acknowledgment must indicate that the publication is a dissertation, thesis, or document, or portion thereof, which was submitted in partial fulfillment of the requirements for a degree at the University of Arizona.

You must complete a UMI publication agreement, which is included in the dissertation packet you received when you applied to take your final defense.

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service includes payment of the registration fee, preparation of the application, and submission of copies required by the Copyright Office.

The ownership of a copyright shall reside with the student unless otherwise stated by University policy or by terms of the research grants, fellowships, financial aid, etc. which were used to support the student's research.

Additional information on obtaining a copyright is available from the Graduate College Degree Certification Office or the [United States Copyright Office](#), Library of Congress, Washington, D. C. 20559.

## **Resources & References**

***Publishing Your Dissertation: How to Prepare Your Manuscript for Publication.*** UMI Dissertation Services. You may also request a copy directly from UMI through their website at <http://www.umi.com/hp/Support/DEplorer/order/PacForm.html>.

***Publishing Your Masters Thesis: How to Prepare Your Manuscript for Publication.*** UMI Dissertation Services. You may also request a copy directly from UMI through their website at <http://www.umi.com/hp/Support/DEplorer/order/PacForm.html>.

Publication style manuals for disciplines are available at the Main Library.

## General Format Requirements

### Margins

Text, illustrations (figures) or tables must not appear outside the specified margins. Specific margin requirements are listed in [ORDER OF SECTIONS](#) under each category. Page numbers are the only item which may appear outside the margin requirements.

### Page numbers

- The title page is page 1 of the thesis. You may omit the printed page number on the title page; all other pages must have printed page numbers.
- All pages which follow are numbered in a single sequence with Arabic numerals.
- Page numbers must be placed at least 1 " below the top of the sheet, and 1" from the right edge.
- The numbers must be at least 1/4" above the first line of text.
- Do not use page headers.
- Do not use the phrase, 'Page xx'; just use the numeral.

### Chapter Titles

- A new chapter must always begin on a new page. The chapter title should be centered, and should match the font size, type, and capitalization that you used in the Table of Contents when you listed it.

### Scanned Documents

Scanned documents must meet all requirements for margins, page numbers, and readability.

### Type Fonts

- Standard serif typefaces such as Courier and Times Roman reproduce and microfilm well.
- Do not use modern Sans Serif types, which read well in the original but do not reduce well. Ornamental styles such as Script and Old English may not be used due to their limited readability.
- Limit the use of italic styles to standard uses in bibliographic citations and foreign words.
- Boldface should be restricted to very small segments of the text and to infrequent occurrences.

### Font Sizes

- 12-point or 14-point for proportional fonts; 10 cpi or 12 cpi for non-proportional fonts. A proportional font allows proportional spacing - a feature that gives a printed page a more pleasing appearance by allowing for different widths of characters. The letter w, for example, is wider than the letter i. Normally, when these letters are printed, both are given the same amount of space; the result can

be gaps that are visually distracting. With proportional printing, the letter w is given more space than the letter i, creating a more aesthetic and professional-looking line of text.

- *Once you choose a font size, you should use that font size throughout your document. Changing font sizes is not aesthetically appealing, (the exception to the font size rule is data imported from other sources. It is acceptable to keep data imported from other sources in the native font size).*

## Outline of Order of Sections for Dissertations and Theses

If you are including published or publishable papers in your dissertation, please go to [APPENDIX A](#) for the required alternate format.

Section	Status
<a href="#">Title Page</a>	Required. It is recommended to NOT include the page '1' number on your title page.
<a href="#">Final Examining Committee Approval Form</a>	Required for dissertations and music documents. This will be Page 2 in your dissertation.
<a href="#">STATEMENT BY AUTHOR</a>	Required. This will be Page 3 for dissertations and Page 2 for theses. The heading must be centered.
<a href="#">ACKNOWLEDGMENTS</a>	Optional (limit to one page). The heading must be centered.
<a href="#">DEDICATION</a>	Optional (limit to one page). The heading must be centered.
<a href="#">TABLE OF CONTENTS</a>	Required. The Table of Contents should not have itself listed on the Table of Contents. Also, anything that comes BEFORE the Table of Contents in your document should not be listed on the Table of Contents. For example, in most cases the first thing on the Table of Contents will be the Abstract, unless you have a List of Tables/Illustrations. In that case, the List of Tables/Illustrations will be the first item on your Table of Contents. The heading must be centered.
<a href="#">LIST OF ILLUSTRATIONS</a> <a href="#">LIST OF TABLES</a> <a href="#">LIST OF FIGURES</a>	Required if dissertation contains illustrations, figures or tables. Each heading should be on a separate page. The headings must be centered.
<a href="#">ABSTRACT</a>	Required (350 word limit for dissertations; 150 word limit for theses). The heading must be centered.
<a href="#">BODY</a>	Required. Chapter titles must be centered.
<a href="#">APPENDICES</a>	Optional. The heading must be centered.
<a href="#">REFERENCES</a>	Required The heading must be centered.

## Order of Sections

Please note that if your work includes published or publishable papers, you must use a special 'Order of Section' which you can find detailed in [Appendix A](#). Other published papers formatting requirements remain the same as those listed below.

Components of your dissertation must be in the following order, formatted as specified:

### 1. Title Page

- *Required*
- Margins:
  - Top 2.5"
  - Bottom 1.5"
  - Left 1.5"
  - Right 1"
- Spacing: Follow [sample title page](#)

### 2. Final Examining Committee Approval Page

- *Required for dissertations and music documents, not for theses.* An approval page template is online at <http://grad.arizona.edu/academics/degree-certification/diss-theses/samples-templates>. *The approval form for the thesis is included in the Statement by Author (see item 3 below).*
  - 1) Copy the approval page template from the link above and paste it into your dissertation file. It must be page two of your dissertation. Type in your name, dissertation title, degree title, committee members, dissertation director and date of your defense.
  - 2) The next step is to print out two copies of the page, take it to your defense, and obtain original signatures of your examining committee next to where their names are typed on both copies. You will then insert these pages as page 2 into your two paper copies of your dissertation.
  - 3) See [sample approval page](#)

### 3. Statement by Author

- *Required*
- The heading must be centered
- Margins:
  - Top 2.5"
  - Bottom 1"
  - Left 1.5"
  - Right 1"
- Spacing: Single
- The verbiage must follow the template exactly. It cannot be changed or reworded.

Note: Follow [examples](#).

#### 4. Acknowledgements

- Optional
- Margins:
  - Top 1.5"
  - Bottom 1"
  - Left 1.5"
  - Right 1"
- The heading must be centered
- Margins: Same as Body
- Spacing: Maybe single spaced
- Note: One page maximum

#### 5. Dedication

- Optional
- Margins:
  - Top 1.5"
  - Bottom 1"
  - Left 1.5"
  - Right 1"
- The heading must be centered
- Margins: Same as Body
- Spacing: Must be double spaced
- Note: One page maximum

#### 6. Table of Contents

- *Required*
- The heading must be centered
- Margins:
  - Top 1.5"
  - Bottom 1"
  - Left 1.5"
  - Right 1"
- Note: See "[Notes for Table of Contents](#)" for notes on format.

#### 7. List of Figures

##### List of Tables

##### List of Illustrations

- *Required* if document contains illustrations, tables, figures, etc.
- Must be on separate pages
- The heading must be centered
- Margins:
  - Top 1.5"
  - Bottom 1"
  - Left 1.5"
  - Right 1"
- Note: Formatted like Table of Contents; see "[Notes for List of Illustrations / List of Tables/List of Figures](#)" for more information.

#### 8. Abstract

- *Required*

- The heading must be centered
- *Abstracts are limited to 350 words for a dissertation or document; and 150 words for a Master's thesis.*
- The heading must be centered
- Margins:
  - Top 1.5"
  - Bottom 1"
  - Left 1.5"
  - Right 1"
- Spacing: Double spaced
- Note: *A Special Abstract for UMI is also required.* The text remains the same for both versions, but formatting requirements differ. See "[Abstract and Special Abstract Compared](#)".

## 9. Body

- *Required*
- The heading must be centered
- Margins:
  - Top 1.5"
  - Bottom 1"
  - Left 1.5"
  - Right 1"
- Spacing: Double, except for long quotations, footnotes, table and illustration captions
- Note: Begin each major section on a new page. Margin requirements apply to every page of the dissertation unless otherwise specified in this manual. See [APPENDIX A, INCLUSION OF PUBLISHED PAPERS OR MANUSCRIPTS FOR PUBLICATION](#), if your department allows this option.

## 10. Appendices

- Optional
- The heading must be centered
- Margins:
  - Top 1.5"
  - Bottom 1"
  - Left 1.5"
  - Right 1"
- Spacing: Depends on nature of Appendix material
- Note: Each Appendix must begin on a new page.
- Each Appendix must have its own **letter** designation and title.

## 11. References

- *Required if citations are used*
- The heading must be centered
- Margins:
  - Top 1.5"
  - Bottom 1"

- Left 1.5"
- Right 1"
- Spacing: Citations single spaced; double space between citations
- Note: Use your department's preferred citation style; consult with your advisor if more than one style is acceptable. Title this section REFERENCES or WORKS CITED; *do not* use the word, Bibliography or any other heading title.

## Sample Title Page for PHD/EDD/AMD

- Top Margin 2.5"
- Bottom Margin 1.5"
- Left Margin 1.5"
- Right Margin 1"
- The title page is centered within the left and right margins.
- Title in capital letters:
- Use your full name, spelled out:
- The rule (solid line) is 2" long and is placed approximately 5" below the top of the page. Copyright statement, if you are copyrighting, is placed directly below the rule, if you are not copyrighting, please do not include the Copyright statement:
- Follow the capitalization and spacing of the lines in the sample:
- Following is a sample page for a Dissertation. For a master's degree substitute Thesis for Dissertation; for a musical arts degree, substitute *Document for Dissertation*. Substitute *DOCTOR OF PHILOSOPHY*, with *DOCTOR OF MUSICAL ARTS*, or other title as appropriate. Please see the following samples for each type of Doctoral.
- The statement, *WITH A MAJOR IN...*, is included only if the name of the major field of study is not exactly the same as the official name of the department .

**Example of when to use 'WITH A MAJOR IN' phrase:**

*(The major name is different from the department name)*

A Dissertation Submitted to the Faculty of the

DEPARTMENT OF HYDROLOGY AND WATER RESOURCES

In Partial Fulfillment of the Requirements  
For the Degree of

DOCTOR OF PHILOSOPHY  
WITH A MAJOR IN HYDROLOGY

In the Graduate College

THE UNIVERSITY OF ARIZONA

**Example of when not to use 'WITH A MAJOR IN' PHRASE:**

*(the major name is exactly the same as the department name)*

A Dissertation Submitted to the Faculty of the

DEPARTMENT OF CHEMISTRY

In Partial Fulfillment of the Requirements  
For the Degree of

DOCTOR OF PHILOSOPHY

In the Graduate College

THE UNIVERSITY OF ARIZONA

# **SAMPLE FOR PHD and EDD - copyrighting**

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SUBSURFACE TRACING USING HYDRAULIC TOMOGRAPHY

by

Vijay Chamin Agarwal

---

Copyright © Vijay Chamin Agarwal 2006

A Dissertation Submitted to the Faculty of the

DEPARTMENT OF HYDROLOGY AND WATER RESOURCES

In Partial Fulfillment of the Requirements  
For the Degree of

DOCTOR OF PHILOSOPHY  
WITH A MAJOR IN HYDROLOGY

In the Graduate College

THE UNIVERSITY OF ARIZONA

2006

# **SAMPLE FOR PHD and EDD - not copyrighting**

---

SUBSURFACE TRACING USING HYDRAULIC TOMOGRAPHY

by

Vijay Chamin Agarwal

---

A Dissertation Submitted to the Faculty of the

DEPARTMENT OF HYDROLOGY AND WATER RESOURCES

In Partial Fulfillment of the Requirements  
For the Degree of

DOCTOR OF PHILOSOPHY  
WITH A MAJOR IN HYDROLOGY

In the Graduate College

THE UNIVERSITY OF ARIZONA

2006

# Sample for Doctor Of Musical Arts - copyrighting

AN INVESTIGATION OF SELECTED WORKS BY HENRY PURCELL

by

Pamela Lynn Snyder

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Copyright © Pamela Lynn Snyder 2006

A Document Submitted to the Faculty of the

SCHOOL OF MUSIC

In Partial Fulfillment of the Requirements  
For the Degree of

DOCTOR OF DOCTOR OF MUSICAL ARTS

In the Graduate College

THE UNIVERSITY OF ARIZONA

2006

# Sample for PHD Management Major – not copyrighting

MANAGEMENT IN THE CURRENT ERA

by

James Stephen Spencer

---

A Dissertation Submitted to the Faculty of the

COMMITTEE ON BUSINESS ADMINISTRATION

In Partial Fulfillment of the Requirements  
For the Degree of

DOCTOR OF PHILOSOPHY  
WITH A MAJOR IN MANAGEMENT

In the Graduate College

THE UNIVERSITY OF ARIZONA

2006

## Sample of Approval Page (Page 2)

*(remember to stay within the required margins; top 1.5, left 1.5, bottom 1.0, right 1.0 inches):*

THE UNIVERSITY OF ARIZONA  
GRADUATE COLLEGE

As members of the Dissertation Committee, we certify that we have read the dissertation prepared by Albert Morales entitled *Work Vs. Play: How Important is Laughter to Survival?* and recommend that it be accepted as fulfilling the dissertation requirement for the Degree of Doctor of Philosophy

\_\_\_\_\_  
Brent Judd Date: 4/22/05

\_\_\_\_\_  
Cynthia Ramos Date: 4/22/05

\_\_\_\_\_  
Yan Hseih Date: 4/22/05

\_\_\_\_\_  
Carl Anderson Date: 4/22/05

Final approval and acceptance of this dissertation is contingent upon the candidate's submission of the final copies of the dissertation to the Graduate College. I hereby certify that I have read this dissertation prepared under my direction and recommend that it be accepted as fulfilling the dissertation requirement.

\_\_\_\_\_  
Dissertation Director: Brent Judd Date: 4/22/05

Notes about the Approval Page (Page 2) above:

- Type your approval page from the template at:  
[http://grad.arizona.edu/Degree\\_Certification\\_Forms/ApprovalPageForm.doc](http://grad.arizona.edu/Degree_Certification_Forms/ApprovalPageForm.doc) . Then copy and paste this document into your dissertation file.
  - Type in **ONLY** names of those in attendance at your defense; if a committee member waives attendance, he or she should not be listed on this page. You may include an acknowledgement to them on your DEDICATION page if you wish to recognize them for their contribution.
- After you have done that, please print out two (2) copies of the approval page on dissertation quality paper; take them to your dissertation defense, and have both of them signed by each committee member who attended your defense.
- Then please insert these two original signed copies as page two in your dissertation.

## Statement by Author

Below are four samples of the Statement by Author. Select the applicable sample:

[non-copyrighted dissertation](#), [copyrighted dissertation](#), [non-copyrighted thesis](#), or [copyrighted thesis](#) .

- Doctoral students sign your name where it says ‘signed’ and copy this text into a separate page in your document.
- Master’s students sign your name where it says ‘signed’ and insert this page into your document. Print out two hard copies of this page, sign your name on each copy and obtain your Major Advisor’s signature on each copy. Then you should insert the two copies into your papers submissions.
- Doctor of Musical Arts students, you must substitute the word ‘document’ for ‘dissertation’.

### Margins:

- Top 2.5"
- Bottom 1.5"
- Left 1.5"
- Right 1"

---

**[Non-copyrighted thesis]**

## STATEMENT BY AUTHOR

This thesis has been submitted in partial fulfillment of requirements for an advanced degree at The University of Arizona and is deposited in the University Library to be made available to borrowers under rules of the Library.

Brief quotations from this thesis are allowable without special permission, provided that accurate acknowledgment of source is made. Requests for permission for extended quotation from or reproduction of this manuscript in whole or in part may be granted by the head of the major department or the Dean of the Graduate College when in his or her judgment the proposed use of the material is in the interests of scholarship. In all other instances, however, permission must be obtained from the author.

SIGNED: (student signs their name here)

## APPROVAL BY THESIS DIRECTOR

This thesis has been approved on the date shown below:

(sign here)

Jane M. Doe  
Professor of Chemistry

(type date of exam here)

Date



**[Non-copyrighted dissertation]**

STATEMENT BY AUTHOR

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SIGNED: (student must sign their name here)

**[Copyrighted dissertation]**

STATEMENT BY AUTHOR

This dissertation has been submitted in partial fulfillment of requirements for an advanced degree at the University of Arizona and is deposited in the University Library to be made available to borrowers under rules of the Library.

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SIGNED: (student must sign their name here)

## Notes for Table of Contents

The Table of Contents is required. All levels of subheadings in your manuscript must appear in the Table of Contents. The TABLE OF CONTENTS for this Manual contains two levels; your table of contents might contain more.

The Table of Contents should not have itself listed on the Table of Contents. Also, anything that comes BEFORE the Table of Contents in your document should not be listed on the Table of Contents. For example, in most cases the first thing on the Table of Contents will be the Abstract, unless you have a List of Tables/Illustrations. In that case, the List of Tables/Illustrations will be the first item on your Table of Contents. Please see the [Outline of Order of Sections for Dissertations and Theses](#) for more information

### Margins:

- Top 1.5"
- Bottom 1"
- Left 1.5"
- Right 1"

### Format requirements include:

- The heading TABLE OF CONTENTS at the top of the first page of this section, and TABLE OF CONTENTS - *Continued* on each continuation page.
- Page numbers at upper right.
- Dot leaders '.....' from headings to page numbers.
- Indent each level of subheadings 4 spaces from the level above.
- Headings in the Table of Contents must exactly match the headings used in the body, and should be typographically the same (e.g., type font and style, capitalization).
- Use all capital letters for major headings. (Subheadings must be upper and lower case.)
- Each Appendix must have its own letter designation and title. Appendices are major divisions. The title appears in caps on the left margin at the same level of importance as chapter headings.

### Format options include:

- Chapter numbering. You may number your chapters with either Arabic or Roman numerals.
- Subheading numbers. If chapters are numbered, you may also number subheadings.

## Notes for List of Illustrations / List of Tables

These lists, which resemble the Table of Contents, are required if your dissertation contains illustrations, figures, graphs or tables. Include a List of Illustrations (or List of Figures) for figures, maps and drawings. Include a List of Tables for graphs and tables. Illustrations or tables which appear in the appendices only may or may not be included with the List of Illustrations (or List of Figures) or the List of Tables.

Material in the List of Illustrations is numbered in sequence, Figure 1, Figure 2, etc. You may construct this sequence as you wish, e.g., Figure 1.1, 1.2, 2.1, 2.2.... Use LIST OF ILLUSTRATIONS as the title for the first page and LIST OF ILLUSTRATIONS - *Continued* for subsequent pages. You may use LIST OF FIGURES instead of LIST OF ILLUSTRATIONS if your department prefers.

Material in the List of Tables should be given its own separate sequence of numbers, Table 1, Table 2, etc. You may also construct this sequence as you wish. Use LIST OF TABLES as the title for the first page and LIST OF TABLES - *Continued* for subsequent pages.

*The LIST OF ILLUSTRATIONS and the LIST OF TABLES must begin on its own page. Please do not put them on the same page.*

### Sample List of Illustrations:

LIST OF ILLUSTRATIONS

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## **Abstract and Special Abstract Compared**

### **Abstract:**

The Abstract is included as a page of your thesis. It is a numbered page in the thesis, appearing just before the main body of the text. The heading `ABSTRACT` is centered at the beginning of the first page. A sample abstract page follows. Compare it with the Special Abstract sample.

### **Margins:**

- Top 1.5"
- Bottom 1"
- Left 1.5"
- Right 1"

### **Special Abstract:**

The Special Abstract contains the same text as the Abstract, but is formatted for microfilming by UMI for Dissertation Abstracts International. Treat the Special Abstract as a separate document. Include one copy of the Special Abstract and two extra copies of your title page when submitting the two final copies of your thesis.

Note the heading of the Special Abstract sample page which follows. Use the thesis title as it appears on your title page. Use your full name, and add the appropriate designation for your degree. Include your director's name as shown.

### **Margins:**

- Top 1.5"
- Bottom 1"
- Left 1.5"
- Right 1"

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[Sample Abstract]

ABSTRACT

This is the body of your abstract, limited to 150 words for a thesis, and 350 words for a dissertation or document. The word count limits apply to the regular Abstract in the thesis and to this separate Special Abstract. Use the same text for both; just adjust the margins and heading. The abstract should summarize your work. The abstract for a dissertation or document may be longer than one page; word count is more important than page length in this section. This version of the Abstract, with simple heading, page number, and 1.5" top margin, is included as part of your thesis.

---

[Sample Special Abstract]

COMPLETE TITLE OF  
YOUR THESIS, DISSERTATION OR DOCUMENT

Jane Allison Doe, M.S.

The University of Arizona, 2002

Director: John J. Jones

This is the body of your abstract, limited to 150 words for a thesis, and 350 words for a dissertation or document. The word count limits apply to the regular Abstract in the thesis and to this separate Special Abstract. Use the same text for both; just adjust the margins and heading. The abstract should summarize your work. The abstract for a dissertation or document may be longer than one page; word count is more important than page length in this section. This version of the Abstract, with special heading, no page number, and 1.5" top margin, is a separate document for UMI. Submit one copy of the special abstract, and two extra copies of your title page, in the box with the final copies of your thesis.

## **Appendix A**

### **Dissertation/Thesis Format Option for Inclusion of Published Papers**

At the option of the student and the program of study committee, an alternate format permitting inclusion of papers published or accepted for publication in scholarly journals may be used.

The decision to allow the inclusion of previously published or submitted work in a dissertation or thesis is left to the candidate's degree-granting unit. In order to utilize the format each degree granting unit must have on file in the Graduate College a statement of policies with regard to items listed in Appendix A of this document.

The alternate format for the dissertation or thesis is based on the philosophy developed by the Council of Graduate Schools: The published work must be logically connected and integrated into the dissertation in a coherent manner. Simply binding reprints or collections of publications together is not acceptable as a dissertation in either format or concept.

#### **Format**

Published papers should be appended. However, in order to provide coherency, the body of the dissertation or thesis must include a summary of the student's contribution and a summary of the research.

Note that all margins, pagination and restrictions described earlier in the Manual for Dissertation and Thesis formatting apply.

<b>ORDER OF SECTIONS FOR THESES/DISSERTATIONS WITH PUBLISHED OR PUBLISHABLE PAPERS</b>	
Title Page	
Signature Page (dissertation only)	
Statement by Author	
Acknowledgments	
Dedication	
Table of Contents (begins with List of Illustration/Tables)	
List of Illustrations (from Introduction & Present Study)	
List of Tables (from Introduction & Present Study)	
Abstract	
Introduction	
Present Study	
References	
Appendices (Each Manuscript is a separate appendix labeled A, B, C., etc.)	

## **1. Introduction**

An introduction that describes the unique contribution of the student's work to the field of study. That uniqueness should be described via the following subsections to extent they are appropriate.

1. Explanation of the problem and its context
2. a review of the literature
3. explanation of dissertation/thesis format
  - papers where doctoral research efforts are part of a larger collaborative project. Students must be able to identify one aspect of that project as their own and be able to demonstrate their original contribution. The role that the dissertation author had in the research and production of the published paper(s) should be clearly specified in this section.

## **2. Present Study**

A chapter labeled Present Study: that summarizes the methods, results and conclusions of the research. The chapter should begin with a statement such as: The methods, results, and conclusions of this study are presented in the paper appended to this dissertation/thesis. The following is a summary of the most important findings in this document.

## **3. References**

References for the two chapters described above. References should follow the 'Present Study' chapter.

## **4. Appendices**

Two types of appendices are appropriate:

1. Published Paper
2. Supplemental Material
  - Each paper in the form of a reprint
    - The statement of permission for use of copyrighted material must be placed immediately before the reprint.
  - The title page of the journal in which the article appeared should precede the statement of permission.
  - Reprints must be numbered in sequence.
  - Supplemental materials that are resources to the methods and results. These most often include data tables, graphs, and maps.

## **MULTIPLE AUTHORSHIP**

Multiple authorship of papers that have been published or are to be submitted for publication is allowed. It is the responsibility of the student's doctoral committee to ensure that a dissertation represents the original, individual efforts of the candidate. It is recommended that the majority of the student's committee not be co-authors on papers included in the dissertation.

### **Requirements for Contemporaneous Enrollment and Research**

1. The research that is described in the published papers that are part of the dissertation, must have been conducted during the time the candidate was enrolled in his or her current degree program and cannot have been submitted toward any other degree at the University of Arizona or elsewhere.

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## Appendix B

### Permissions

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## Appendix C

### Human/Animal Subjects Approval

Research involving human subjects or live vertebrate animals requires permission from the relevant University committee. Consult your research director and the [Human Subjects Office](#) for details. Their telephone number is (520) 626-6721. You must have Human Subjects approval in your own name; your project is not covered under your director's approval.

Research activities involving the use of human subjects require the review and approval of the University Human Subjects Committee. A copy of the Human Subjects approval letter along with the Human Subjects Research Statement must be in the student's file in the Graduate College Degree Certification Office.

Research involving any live vertebrate animals must be approved by the Institutional Animal Care and Use Committee (IACUC) - The Animal Research Protocol Review form must be completed by the student/instructor and submitted to the protocol office for review and approval. Contact [University Animal Care](#) for instructions, forms and protocol. Their telephone number is (520) 621-3454

## **Appendix D**

### **ILLUSTRATIONS, TABLES, GRAPHS**

Use illustrative material drawn or computer-generated in black. Color will reproduce in microfilm as shades of grey; use color only if essential to convey a significant point in your work. Material may be laser-printed or drawn in waterproof, permanent ink.

- Use labels or symbols rather than color to identify lines on a graph
- Use cross-hatching rather than color to distinguish areas on a map
- Same margin requirements as Body
- Place the top of a horizontally-oriented page on the left; the page number should appear in the normal position (the upper right corner of the rotated sheet)
- Printed page numbers are required

If the caption is so long that it will not fit on the page with the illustration or table, place it on its own numbered page immediately preceding the page it describes.

## **Appendix E**

### **Oversized Materials**

Reduce oversized pages, such as maps and pictures, to 8.5 by 11 inches without sacrificing legibility.

## **Appendix F**

### **Photographs**

Photographs should be high quality (600 dpi).