Doctoral Dissertation and Scholarly Project Format Manual

Revised October 2023

The rules in the formatting guidelines of this manual take precedence over all other style manuals and must be used in conjunction with programs' preferred style manual.

This manual is provided by the University of Northern Colorado Graduate School. No publication manual can anticipate all potential questions that students may have. Staff members in the Graduate School will be happy to respond to students' questions. Please direct inquiries to:

Carol Steward, Thesis and Dissertation Specialist
Graduate School
Campus Box 135, University of Northern
Colorado, Greeley, CO 80639,
Phone, 970-351-1805, or e-mail carol.steward@unco.edu

examples, the student must properly identify the material as products of generative AI and appropriately cite the generative source.)

Generative AI may be used for the purpose of third-party editorial assistance to offer advice on:

- Correct spelling, punctuation, and grammar.
- Correct formatting of margins, headings, and citations according to the style manual specified by the student (APA, Turabian, MLA).
- Make suggestions on writing style, such as shortening long sentences, without changing the meaning of the text.

The student is responsible for checking that the formatting revisions suggested by generative AI are correct.

Generative AI may **not** be used to:

- Create content for any part of the thesis or dissertation.
- Change the text to clarify or develop ideas or arguments.
- Correct the accuracy of information in the text (including tables, formulas, or other non-prosaic elements)
- Reduce the length of the document.

The generative AI policy also applies to written comprehensive exams in all graduate degree programs.

Research with Human Participants

All research projects conducted under the auspices of the university (e.g. by faculty, students, or staff) involving human subjects must be reviewed and approved by the university's Institutional Review Board (IRB). Faculty, students and staff planning human research must submit requests for IRB approval prior to any data collection.

If your research involves human participants, refer to the Office of Sponsored Programs website for application and IRBNet instructions, http://www.unco.edu/research/research-integrity-and-compliance/institutional-review-board/. Download your IRB Approval letter from Streamlyne and include the letter in the appendix of your dissertation or scholarly project.

Research with Animal Subjects

If your research involves animal subjects you are required to submit an application to the Institutional Animal Care & Use Committee (IACUC), signed by their Research Advisor, and receive approval prior to beginning research involving animal subjects. If you are doing animal-related research, refer to the website for Institutional Animal Care & Use Committee (IACUC) at http://www.unco.edu/osp/ETHICS/iacuc/iacuc.htm. Include official documentation of an approved IACUC application in an Appendix of your dissertation or scholarly project.

- Chapter II – Review of Literature, a comprehensive exploration of the framework underlying the dissertation research. Alternatively, the material from Chapters I and II may be combined into a single chapter, e.g., “Introduction and Review of Literature.” If so, change the subsequent chapter numbers accordingly.

- Chapter III – Methodology, an in-depth description of the research design(s) and methods.

- Chapter IV and V – Journal Manuscript Titles will be specific to your studies - a minimum of two stand-alone manuscript chapters are required for dissertations using the journal manuscript format. Text in the manuscript chapters will likely duplicate material included in the first chapters of your dissertation. The goal is having a journal article ready to go to a journal for consideration.

- Chapter V or VI – Results, provide an overall summary of the work and a synthesis of results across the two or more studies.

Unique Considerations for the Journal Manuscript Format

Manuscript chapters included within UNC dissertations or scholarly projects must represent work conducted by the student while enrolled in a UNC graduate program and cannot have been used to obtain another degree.

Abstract. Include an overall abstract for the dissertation which explains the overall study and how the separate studies are related. You have the option of including a separate abstract in each journal article chapter specific to that study. The individual journal article abstract would be more focused on one topic than the broader spectrum of the overall dissertation abstract.

Acknowledgements. Include only at the beginning of the dissertation or scholarly project and not in the separate chapters or manuscripts.

Authorship. The student must be the sole author, or first co-author of each article submitted as a manuscript chapter. Works co-authored with one or more faculty must include a summary of the contributions made by the student and by the faculty author(s) on the chapter title page. If you include a previously published article that has multiple authors, you, the student, must obtain permission from all co-authors before including the article in the dissertation. Include co-author permissions in the dissertation appendix and retain copies of such permissions for your personal records.

Copyright Release. Before including published or accepted for publication articles in your dissertation or scholarly project, obtain a copyright release or permission from the journal or publisher. Include a note on the first page of chapter acknowledging previous publication of the material. The Graduate School will not accept a dissertation or scholarly project for final submission without receipt of the copyright release(s). Manuscripts under review or that have not been submitted for publication do not need a copyright release.

- Chapter V – Recommendations and implications for practice.

For additional details about the structure and content of the DNP scholarly project, consult the , found on the School of Nursing website. Students completing a Doctor of Nursing Practice (DNP) scholarly project must adhere to the editorial style requirements of the most recent edition of the American Psychological Association (APA).

Overall Format Requirements

Typeface affects the physical appearance of a manuscript more than any single element. The following style parameters are mandatory for all UNC Graduate Publications, even though they may conflict with program style manuals. format from a previously published dissertation or scholarly project in lieu of an up-to-date style manual and the current version of the

Page Size and Layout

- Standard pages should be 8.5” x 11” on Portrait Layout.

- Larger page size (8.5” x 14”, 11” x 17”, or custom sizes) may be used for large tables, figures, musical scores, and maps. They must all follow the same margins and pagination rules as the rest of the dissertation.

- Landscaped Pages - Format landscaped pages so electronic readers do not need to turn their device to read.Scholtores (N0078Ko)-4 (r)-1 (es)-c sly/MCID 22 BDC -1 3 (s)8t-1 (es)-care devr y

- Exceptions: The first page of each chapter and new section, start 2 inches from the top of the page, 1 inch below the 1-inch margin setting. (Space down, don't change the margin on these few pages.):
  - Signature Page,
  - Abstract,
  - Acknowledgments,
  - Table of Contents,
  - Lists of Tables/Figures,
  - Chapters (first page only),
  - References, and
  - Appendix title pages.

- Bottom margin may appear larger due to moving widowed or orphaned line settings.

- Do not justify the text - keep right side of text jagged rather than even.

- Do not use a running head (the title or author name at the top or bottom of each page).

Paragraph Settings

- Double-space (only 1 blank line between lines of text.) Do not add extra space between paragraphs or above or below headings. (In MS Word Paragraph Settings, set Before and After to 0 pt. throughout document.)

- Paragraph indents, bullets and numbered lists should be set at ½ inch.

- Block indents – most styles require ½ inch indent, but if style manual allows a different setting, follow those settings.

Widowed and Orphaned Lines

- When you must divide a paragraph at the end of a page, place at least two lines at the bottom of the page and at least two lines at the top of the following page.

- Do not leave a heading at the bottom of a page without the related paragraph – move heading to the following page so it stays with the paragraph.

Line Spacing

- Double-space the narrative of the manuscript (one blank line between lines of text.) with these exceptions:
  - Two or more line headings (single-space)
  - Block indent and single-space Hypotheses, Research Questions, Aims, Goal, and Objectives.
  - Single-space footnotes, table and figure titles, and notes below tables and figures.

- Remove “extra” space between paragraphs and above and below headings. (In MS Word Paragraph Settings, set Before and After to 0 pt.)

Figures, Examples, and Tables

- Figures, examples, and tables follow within one page of the related discussion.

- Text and tables, figures or examples may appear on the same page, however, do not

- Place table and figure titles outside the borders of the table or figure (not in a table cell, for example).

- Wide tables must use landscape orientation, allow for the 1-inch margin at the "top" of the table and the title oriented to read above the table.

- Larger page size (8.5” x 14”, 11” x 17”, or custom sizes) may be used for large tables, figures, musical scores, and maps.

Chapter Title and Heading Format

- Style, format and position of headings should follow rules in the publication style manual

Preliminary Pages - Roman Numerals

- Do NOT insert numbers on the copyright, title and signature pages.
- Number the preliminary pages with lower-case Roman numerals, bottom center of the

H2 Practice of a mental function will produce more rapid future learning of that mental function.

H3 Attitudes toward occupational roles are related to behaviors and expectations associated with those roles.

Occasionally, a student might state statistical hypotheses, including null hypotheses, in addition to research hypotheses; if so, type them as H01, H02, and so on.

Wording of Scholarly Components

The statement of purpose, aims, objectives, and goals must be worded consistently throughout the document. The Graduate School will allow minor variation in wording, but the meaning of the original purpose, aims, objects, and goals must remain the same.

Format Requirements and Order of the Dissertation or Scholarly Project

This section identifies and details the order of the final dissertation or scholarly project regardless of which structure you choose. Examples of specific pages are in the Appendix. All pages must follow the 1-inch left margin requirement.

Preliminary Pages

Copyright Page

Copyright subsists in accordance with this title, "original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device" (U.S. Copyright Act of 2009, http://www.copyright.gov/title17/92chap1.pdf). This means that the Copyright Act protects a dissertation or scholarly project as soon as the author creates it. Registration of copyright is not required to protect the work against unrestricted distribution of the manuscripts or significant portions thereof; however, it may be beneficial if going to court over plagiarism issues or copyright infringement.

Many students register their dissertation or scholarly project formally for copyright in order to establish proof of date and source of authorship. Students either register it themselves on the webpage for the U.S. Copyright Office, http://www.copyright.gov, or request that ProQuest Information and Learning (PQIL) process the copyright (this requires publishing through ProQuest). Students working with PQIL must have a copyright page and make the payment directly to PQIL when uploading the digital dissertation or scholarly project to ProQuest. The copyright page should include the student's name in full since the copyright is a legally binding document.

- Follow the University of Northern Colorado layout of this page.

- The title and author's (student's) full name must match the title and name on the title page, copyright page, and abstract.

- Doctoral committee members' names and committee roles (e.g., Research Advisor, Faculty Representative, etc.) must match the names and roles listed on the doctoral committee letter as appointed by the Graduate School. Type professors' names, committee role, and academic credentials (e.g., D.A., D.M.A., D.M.E., Ed.D., Ph.D., or other specific degree) below their 'signature' line.

- Do not use acronyms or abbreviations in the dissertation or scholarly project title.

- This page is not numbered.

Abstract

Example of UNC format in the Appendix.

- Author Citation at the top of the abstract page is single spaced with a hanging indent on second and subsequent lines.

    - Doctoral dissertations – list as a "Published Doctoral Dissertation" as you are required by the Graduate School to disseminate your dissertation (publish) with

Acknowledgments or Dedication (Optional)

- This is where the author may record of the author's indebtedness to faculty members, student colleagues, typists, friends, funding agencies, and others who contributed to the study's completion as well as acknowledging the copyright holders and include reference to permission granted to use previously copyrighted materials appearing in the dissertation. Include permissions in the appendix.

- If you include journal manuscripts in your dissertation, you may want to go into more detail about the contributions co-authors (if any) made to your research and article.

- Write acknowledgments in a dignified manner and follow the same formatting requirements as the body of the dissertation or scholarly project – double-spaced and traditional paragraph format.

- Number the acknowledgements (or dedication) pages sequentially after the Abstract pages and place the lower-case Roman numerals in the bottom center of the page in the footer (within the margin.)

Table of Contents, List of Tables, List of Figures, and/or List of Examples

Example of a manually created TOC in the Appendix as well as the automatic TOC (MS Word feature) in the front of this manual.

- The first entry in the Table of Contents is either the first page of the PREFACE (if applicable) or CHAPTER I.

- Include every chapter, title, and its respective page number along with at least two levels of headings in the Table of Contents.

- Use Roman numerals for the chapter numbers in the Chapter and the Table of Contents.

- Page numbers should be flush at the right margin, while keeping the chapters and headings cleanly aligned at the left.

- Use exactly the same wording in the Table of Contents as the chapter titles and headings that appear in the body of the manuscript.

- If tables and/or figures appear in the dissertation or scholarly project, include separate lists for the List of Tables, List of Figures and/or List of Examples following the same formatting rules as for the Table of Contents. Start each separate list on a new page.

- Number pages of the Table of Contents with lowercase Roman numerals continuing from the previous page, bottom center of the page in the footer (within the margin.)

Body of the Dissertation or Scholarly Project

The body of the dissertation or scholarly project consists of the study itself. It should conform with the selected style manual appropriate to the discipline (e.g., APA, Chicago, Turabian, American Chemical Society, etc.) and this
. If there is a difference in style between the program's adopted style manual and Graduate School format, the Graduate School format overrides the program style manual. If you have questions, contact the Thesis and Dissertation Specialist in the Graduate School.

Preface (Optional)

Normally, there is no reason to include a preface in the dissertation or Scholarly Project because an introduction is contained within the first chapter. Only in cases where the genesis of the undertaking is important for an understanding of the work, or where the method of research or other aspect of the investigation is out of the ordinary, would you include a preface.

Main Text of Dissertation or Scholarly Project

Example of UNC format for first page of new chapter or section in the Appendix.

- The main text of the dissertation or scholarly project starts with page 1 of Chapter I.

- Start numbering on page 1 of the dissertation or scholarly project with Arabic numerals, top right of the page, in the header (within the margin.)

- Follow rold-6 (er Tc 0 T (P)Tj-0.004 Tc)-2 (a)hx.

- Check author citations and reference listings for name order, spelling, and year match. Recite (www.reciteworks.com) is an independent website (they charge a

_____If you are using the journal manuscript format, have you included permission to include a published journal article as one of your dissertation or scholarly project chapters?

_____Do all pages, including preliminary pages and appendixes, have a 1-inch margins?

_____Is your name identical as shown in URSA on the title page, signature page, abstract citation and copyright page?

_____Does the title match exactly on title page, signature page, and abstract?

_____Is the date at the bottom of the title page the month and year that your degree will be awarded?

_____Are all committee members and their committee roles (e.g., Research Advisor, Committee Member, Faculty Representative) listed on the signature page? Do these roles match those listed on the Appointment of Doctoral Committee letter?

_____Does the Table of Contents reflect the exact titles, headings, and subheadings as they

Submitting the Final Dissertation or Scholarly Project

Defending the Dissertation or Scholarly Project

- Schedule your dissertation or Scholarly project defense with your committee and program office according to their program's requirements.

- Schedule your Dissertation or Scholarly Project Defense with the Graduate School at least two weeks prior to the date you wish to defend by sending the completed form to the Graduate School.

- After the defense, committee members will sign the digital signature page using Adobe Verified Signatures for the Graduate School records. This copy does not go into your final dissertation document.

- If the committee requests edits to the dissertation or scholarly project, the research advisor may wait to sign the signature pages until committee revisions are approved. The Graduate School will not review a dissertation or scholarly project until after the committee has approved the document and signed the signature page.

- Turn in your dissertation or scholarly project to the Thesis and Dissertation Specialist by the deadline listed on the Graduation Deadlines on the Graduate School website. Failure to do so may move you to the graduation list for the following semester.

- Failure to complete Graduate School revisions may cause delays to your graduation.

Submission of Dissertation or Scholarly Project for Final Review

After your committee approves your dissertation or scholarly project, email the following to the Thesis and Dissertation Specialist:

Please Note: Download the fillable forms from the Graduate School website or email and save to your computer. Open with Adobe Reader or Adobe Professional. Do not fill out the forms in a browser to Preview mode as it removes the Adobe Verified Signatures (indicated by little red flags on signature lines.) Before you start, make sure the little red flags are showing on all signature lines.

- Electronic Copy of Dissertation or SchoC /P <</MCID 46 >>BDC B21 (n)-2 (he)4 (l)gan <</MCID 47 >>Tj/TTe Veg

- Signed Digital Signature page – Adobe Verified Signatures required.

In addition to the above, your Research Advisor must send The Graduate School the signed form or form for before we can award your degree.

Graduate School staff reviews every dissertation and scholarly project to assure that it

Format of Appendix Title Page
(DO NOT include the above heading or blue text on your copies)

APPENDIX A

EXAMPLE PAGES FOR DOCTORAL DISSERTATION AND SCHOLARLY PROJECTS

Format of Copyright Page
(DO NOT include the above heading or blue text on your final pages.)

© 2024

FULL LEGAL NAME AS RECORDED IN URSA

ALL RIGHTS RESERVED

Copyright page is not numbered and does not count in page numbering.

Example Title Page for Final Doctoral Dissertation
(DO NOT include the above heading or blue text on your final pages.)

UNIVERSITY OF NORTHERN COLORADO

Greeley, Colorado

The Graduate School

COMPARISON OF MODEL FIT INDICES IN CONFIRMATORY FACTOR ANALYSIS MODELS ACROSS FIVE SOFTWARE PACKAGES

A Dissertation Submitted in Partial Fulfillment
of the Requirements for the Degree of
Doctor of Philosophy

Mary Sunshine Smith

College of Education and Behavioral Sciences
Department of Applied Statistics and Research Methods

December 2023

Start "This Dissertation by…" two inches from the top margin

Format of Signature Page for Doctoral Dissertation

(DO NOT include the above heading or blue text on your final pages.
This page is used only to list committee members, it is not signed in the final dissertation. The Digital form is signed and recorded in the Graduate School.)

This Dissertation by: Student's Full Name as Recorded in URSA

Entitled:

Fill in the bracketed information; remove brackets

has been approved as meeting the requirement for the Degree of Doctor of [e.g., Philosophy, Arts, Education] in College of [Education and Behavioral Sciences, Natural and Health Sciences, or Performing and Visual Arts] in School or Department of [Teacher Education, Chemistry and Biochemistry, etc.], Program of [Educational Studies, Chemical Education, etc.]
Accepted by the Doctoral Committee

Do not include signatures in dissertation or scholarly project

_____
Professor's Name and Degree, Research Advisor or Co- Research Advisor

_____
Professor's Name and Degree, Co-Research Advisor (if applicable)

_____
Professor's Name and Degree, Committee Member

_____
Professor's Name and Degree, Committee Member

_____
Professor's Name and Degree, Faculty Representative

Date of Dissertation Defense _____

Accepted by the Graduate School

_____
Jeri-Anne Lyons, Ph.D.
Dean of the Graduate School
Associate Vice President for Research

(This page is not numbered, but is counted as page ii.
This page is not signed, but IS included in your dissertation or scholarly project.)

Example of Title Page for Doctor of Nursing Practice Scholarly Project

(DO NOT include the above heading or blue text on your final pages)

UNIVERSITY OF NORTHERN COLORADO

Greeley, Colorado

The Graduate School

Example Signature Page for Doctor of Nursing Practice Scholarly Project
(DO NOT include the above heading or blue text on your final pages)

This Scholarly Project by: Florence Gail Night

Entitled:

has been approved as meeting the requirement for the Degree of Doctor of Nursing Practice in College of Natural and Health Sciences in the School of Nursing, Program of Nursing Practice.

Accepted by the Scholarly Project Research Committee

_____
Karen T. Johnson, Ph.D., Research Advisor

_____
Matilda O. Thomas, Ph.D., Committee Member

_____
Cynthia L. Hatchett, Ph.D., Committee Member

Accepted by the Graduate School

_____
Jeri-Anne Lyons, Ph.D.
Dean of the Graduate School
Associate Vice President for Research

Example of Signature Page for Doctoral Scholarly Project

(DO NOT include the above heading or blue text on your final pages)

This Dissertation by: Mary Sunshine Smith

Entitled:

has been approved as meeting the requirement for the Degree of Doctor of Philosophy in the College of Education and Behavioral Sciences in the Department of Applied Statistics and Research Methods.

Accepted by the Doctoral Committee

_____
Ann E. Cova, Ph.D., Research Advisor

_____
Edward D. Psych, Ph.D., Committee Member

_____
Whitney U. Mann, Ph.D., Committee Member

_____
Dan F. Beta, Ph.D., Faculty Representative

Date of Dissertation Defense _____

Accepted by the Graduate School

_____
Jeri-Anne Lyons, Ph.D.
Dean of the Graduate School
Associate Vice President for Research

Format for Abstract Page
(DO NOT include the above heading or blue text on your final pages)

Top margin must be two inches

ABSTRACT

Last name, First Name. . Published Doctor of * (*Arts, Education, Philosophy, Psychology, Nursing Practice) dissertation (Unpublished for DNP Scholarly project), University of Northern Colorado, Year.

The name used on the title page and the abstract must be your legal name (as it is recorded in URSA) so it will match the name on your transcript. The title on the abstract must match the title on the title page exactly. The year must be year when the degree is awarded. The abstract is a summary of the manuscript and includes the purpose of the project, pertinent findings, and significance of the paper. As a brief overview (usually 1 to 2 pages; however, there is no page limit), an abstract gives the reader concise information that conveys the importance of the manuscript. “ABSTRACT” is centered (two inches from the top of the page, one inch down from the margin) above the author citation, and the body of the abstract is double-spaced.

(The Abstract is the first page showing a page number. In the footer, insert page number with a lower case Roman numeral iii. Page numbering follows in sequence after this page.)

Format For Table Of Contents, List of Tables & List of Figures

You may create manually by creating a table, then remove all of the lines or you may use the automatic Table of Contents feature in MS Word as done on pages 2 – 3 of this document.
(DO NOT include the above heading or blue text on your final pages)

TABLE OF CONTENTS

CHAPTER

I.	INTRODUCTION ……....	#
	First Level One Heading……..	#
	Second Level One Heading……..	#
	Level Two Heading……...	#
	Second Level Two Heading……...	#

	Second Level One Heading…….....	#
	Level Two Heading……...	#
	Second Level Two Heading……..	#
	Third Level One Heading…….....	#
	Level Two Heading, if it's a very long heading, make it single-spaced and align page number with the dots on the second line…….....	#
	Second Level Two Heading……...	#
V.	CONCLUSIONS AND RECOMMENDATIONS …….	#
	First Level One Heading……..	#
	Second Level One Heading…….....	#
	Level Two Heading……...	#
	Second Level Two Heading……...	#

Format for the First Page of Each Chapter

(DO NOT include the above heading or blue text on your final pages)

Space down on the first page of each chapter so CHAPTER starts 2" from top of paper. (1" down from 1" margin) Don't change margin, as you'll need to change it back at the end of the first page of chapter.

CHAPTER I

TITLE OF CHAPTER IN INVERTED FORMAT AND SINGLE-SPACED IF TITLE IS LONGER THAN FOUR INCHES

Level One Heading in Inverted Format and Single-Spaced if Title is Longer Than Four Inches

This is an example based upon the use of the Publication Manual of the American Psychological Association (6th Edition). If the editorial style manual you are using for your ion f32.25 0 Td(n)T

APPENDIX B

JOURNAL MANUSCRIPT EXAMPLE PAGES

Example of First Page of Chapter in Journal Manuscript Format
(DO NOT include the above heading or blue text on your final pages)

CHAPTER IV

COMPARISON OF MODEL FIT INDICES IN CONFIRMATORY FACTOR ANALYSIS