

UNIVERSITY OF ALASKA FAIRBANKS DISSERTATION/THESIS/PROJECT FORMATTING HANDBOOK

A guide for UAF graduate students on how to prepare their
Doctoral Dissertation, Master's Thesis, or Master's Project

Summer 2024



University of Alaska Fairbanks

Our Troth Yeddha' Campus is located on the ancestral lands of the Dena people of the lower Tanana River. As the late Chief Peter John of Minto reminds us, Athabaskan people have gathered in this place of thinking and working for a long time. We are honored to continue in that tradition.

UAF Graduate School
(907) 474-7464
www.uaf.edu/gradschool
uaf-grad-school@alaska.edu

Dear UAF Student,

Congratulations, you have worked hard and done significant work to get to this point in your degree. As you complete your dissertation, thesis or project, I want to thank you for your perseverance and commitment to graduate scholarship at the University of Alaska Fairbanks. I also acknowledge Derek Arnold, of the Department of Biology and Wildlife, for his assistance in preparing the dissertation, thesis and project templates.

Richard Collins, Graduate School Director
University of Alaska Fairbanks, Troth Yeddha' Campus,
October 2023

Naming your file:

- Each semester we work with 50-60 students and their document files as they go through several revisions in the last few weeks of the semester. A standard naming convention is very helpful in avoiding confusing as we work through different versions of your documents.
- **Please include your last name, type of work, date, and version number in your file name** with underscores between. For example: Stark_Thesis_May25_v01.
- If you are using the **LaTeX template**, please put “latex” in your file name as well.

Form of Dissertations/Theses/Projects:

Templates of Dissertation/Thesis/Projects are available in LaTeX and Microsoft Word.

- All dissertations/theses/projects are organized with front material (i.e., title page, copyright page, abstract, etc with page numbers in Roman numerals) and the content material (i.e., chapters and appendices in dissertations/theses, chapters, presentation slides or other material with page numbers in Arabic numerals).
- A dissertation or thesis can be written in “monograph style,” “manuscript style,” or “MFA style”:
 - In the “monograph style” the document is like a book: a series of chapters that address specific areas of your study (i.e., Introduction, Literature review, Methods and materials, Results, ...). The monograph style document includes a single abstract, one introductory chapter, one concluding chapter, and one references section. The document can also include Appendices as required. Figures and tables are embedded in the text, and should appear within 1.5 pages of their first mention.

- In the “manuscript style” the document consists of multiple papers together as a collection. It starts with a general introduction, a series of chapters that is each a paper, and a final chapter that is a general conclusion. For a document in manuscript style:
 - The abstract of the document summarizes the whole series of papers.
 - Each chapter of the manuscript style document includes its own reference section as a section of the chapter.
 - The abstracts of each of the papers appear as the first section of their corresponding chapters.
 - The appendices of each of the papers appear as the final sections of their corresponding chapters.
 - Thus, for example a manuscript style dissertation/thesis based on three papers has five chapters; Chapter 1: General Introduction, Chapter 2: First Paper, Chapter 3: Second Paper, Chapter 4: Third Paper, Chapter 5: General Conclusions. The document can also include Appendices as required.
 - In the event that the document is based on a single paper, you have two choices: either the document has three chapters (Chapter 1: General Introduction, Chapter 2: Paper, Chapter 3: General Conclusions) OR a single chapter as the paper.
 - The formal citations of each of the papers should be listed in Chapter 1: General Introduction.
 - Tables and figures be embedded, or they may appear at the end of each chapter. If embedded, they should appear within 1.5 pages of when they are first mentioned.
- For theses submitted in partial fulfillment of the Master of Fine Arts that are based on poems, plays, screen plays, and/or short stories the document can follow an “MFA style.” In the “MFA style” the document starts with an introductory chapter that provides a general introduction or artist’s statement. This introductory chapter is followed by the artistic work in a consistent style that meets professional standards (e.g., screen play) or a style approved by the program (e.g., collection of poems). In cooperation with the student’s committee and the Graduate School, these should apply our standardized formatting to the creative work as much as possible.
- The content material in a Project can be a series of chapters with figures and tables, or can be a presentation of art work, design, music, software, or other creative work. If the project is

organized with formal chapters, figures, and tables, then the front material should include a Table of Contents, List of Figures, and List of Tables.

- A project can be formatted like a conventional book thesis where work is presented in chapters, or it can be formatted to present art work, design, music, software, or other creative work.
- In both cases the title page differs from the thesis, in that the college/school dean and graduate school director do not appear, as they are not required to approve a project. Only the names of the graduate advisory committee members and the department/program chair appear on the title page.
- The minimum requirements for the project are that the document has a Title Page, Blank, Copyright, and Abstract. All other pages are optional.

Front material:

- All theses, dissertations, and projects should include a **title page, blank page, copyright page, and Abstract.**
- All theses and dissertations should include a **Table of Contents** (not required for projects).
- Any these or dissertations that include figures and/or tables should include a **List of Figures and/or List of Tables** accordingly.
- Page numbers for front material start on the Copyright page with “iii” and continue as lowercase roman numerals.

The front material for each of these is also shown below in the table below. Items in italics are optional.

Page Number	Dissertation or Thesis	Project
	Title Page	Title Page
	Blank	Blank
iii	Copyright	Copyright
iv	<i>Dedication</i>	<i>Dedication</i>
v or iv	Abstract	Abstract
vi or v	<i>Plain Word Summary</i>	<i>Plain Word Summary</i>
vii, vi, or v	<i>Acknowledgements</i>	<i>Acknowledgements</i>
viii, vii or vi	Table of Contents	<i>Table of Contents</i>
...	List of Figures	<i>List of Figures</i>
....	List of Tables	<i>List of Tables</i>

Title Page:

- *Please see the example on the next page for formatting clarity.*
- The following must be included on your title page:
 - Title of the work in all caps, centered on the page
 - “by” on the next line, centered
 - Your name, centered
 - then one line of blank space here
 - Previous degrees, including the institution and year granted, centered
 - “A [thesis/dissertation/project] Submitted in Partial Fulfillment of the Requirements for the Degree of”, centered
 - then one line of blank space here
 - Name of current degree program, centered,
 - “in”, centered
 - Name of the degree, centered
 - then one line of blank space here
 - “University of Alaska Fairbanks,” centered
 - Month and year degree is to be granted – will be either May, August, or December
 - then one line of blank space here
 - “APPROVED:”, centered and in all caps
 - List of committee members – left justified, with the left edge falling in the center of the page; these should be listed as “First Name Last Name, Committee Member” and each on their own line
 - Name of department chair – left justified, with the left edge falling in the center of the page; list as “First Name Last Name, Chair”
 - Name of department – indented underneath the name of the department chair
 - Name of Dean – left justified, with the left edge falling in the center of the page; list as “First Name Last Name, Dean”
 - Name of college – indented underneath the Dean’s line
 - Name of Graduate School Director – “Richard Collins, Director”
 - “Graduate School,” indented underneath the Director’s name

THIS IS A SAMPLE TITLE PAGE

by

Anthony Stark

M.S. University of Awesomeness, 2020

A Thesis Submitted in Partial Fulfillment of the Requirements for the Degree of

Doctor of Philosophy

in

Mechanical Engineering

University of Alaska Fairbanks

August 2024

APPROVED:

Bruce Banner, Committee Chair

Thor Odinson, Committee Member

Natasha Romanoff, Committee Member

Jane Van Dyne, Committee Member

Clinton F. Barton, Chair

Department of Mechanical Engineering

Nick Fury, Dean

College of Engineering and Mines

Richard Collins, Director

Graduate School

Authorship:

- You are the sole author of your thesis, project or dissertation.
- Increasingly, scholars are conducting their work in teams and papers are being published with groups of co-authors. If you include co-authored work in your document, you should explicitly explain your contribution to the work with the citation in the General Introduction. You can also present co-authored work by editing the paper to focus on your contribution and presenting it as a chapter in a “monograph style” document. In this case, again explain the context of the work in the Introduction.

Blank Page:

- Page ‘ii’ is a blank page, but the page number does not appear on the page. This blank page is required to facilitate printing hardcopies of the document. It is required by ProQuest, the organization which serves as an archive for the University of Alaska, as well as the Library of Congress and Universities across the nation and around the world. All UAF theses and dissertations are archived with ProQuest. ProQuest sells bound hardcopies of dissertations and theses on request.

Copyright:

- Your work must include a Copyright page as page iii.
- Your dissertation/thesis/project is your original work that you have captured in a “sufficiently permanent” medium. You are the author and the owner of your dissertation/thesis/project even in the absence of an explicit statement of copyright. However, to make your ownership of the document explicit, a formal copyright page is included as the third page of the document. You as the author are responsible for the use and presentation of copyrighted material in your document.
- Written permission must be obtained for inclusion of copyrighted material and should be cited in the Introductory chapter. Copyright applies to most published materials including most information, illustrations, and images available on the Internet, regardless of whether there is an explicit statement of copyright. Materials on the websites of some U.S. government agencies are not copyrighted. However, the source of each of these materials should be included in the references.

Dedication (Optional):

- The Dedication page is page ‘iv’ and numbered. This is where you can give special mention, thanks, or acknowledgements to a certain person, group of people, or place. The style is to type the name the person or group (e.g., parents, spouse, partner, sibling, mentor, etc.) and then if you wish, add a brief message explaining the dedication (e.g., mentor who inspired you in high school). If you add a message add a colon “:” at the end of the name, if you do not add a message end the list of names with a period “.”. You can also choose to base your dedication on a Land Acknowledgement, dedicating it to the traditional residents of the place(s) associated with your study.
- The header “Dedication” should appear at the upper margin and be centered.
- The Dedication appears as a single page.

Abstract:

- The Abstract is page ‘v’ or ‘iv’ (depending on whether or not you choose to include a Dedication) and numbered. The Abstract is a summary of the work that does not exceed 300 words. The Abstract is a single paragraph. References do not appear in the abstract. The abstract includes the following;
 - The topic/problem that is addressed
 - The significance of the topic/problem
 - The work that was completed
 - The important results and their implications (the “take home” message).
- The header “Abstract” should appear at the upper margin and be centered.
- Acronyms and abbreviations are avoided, unless they are commonly understood (e.g., DNA, USA) or more commonly recognized than the written-out version (e.g., MODIS).

Plain Word Summary (Optional):

- The Plain Word Summary follows the abstract, and is an optional summary of the work that does not exceed 300 words.
- The header “Plain Word Summary” should appear at the upper margin and be centered.
- The Plain Word Summary is a single paragraph.
- The Plain Word Summary should summarize your scientific study, its results, and their broader relevance without using jargon so that it is understandable by readers from outside of your discipline, as well as journalists and educators.

- The Plain Word Summary is page ‘vi’ or ‘v’, and is numbered.

Acknowledgements (Optional):

- The Acknowledgments section is where you recognize and thank everyone (mentor, committee, friends, family, colleagues, organizations, agencies) who helped you with your work. It’s a way to display your appreciation to them in a public and permanent forum.
- It is also the section where you can formally report any agencies and organizations that provided financial or other material support for your work (e.g., I thank the UAF graduate school for a degree completion fellowship).
- You can also include a Land Acknowledgement in the Acknowledgements. Refer to persons, organizations, and places consistently in the Acknowledgements. The Acknowledgement pages are numbered in Roman numerals following the preceding section.
- The header “Acknowledgements” should appear at the upper margin and be centered.

Table of Contents:

- The title block “Table of Contents” should appear at the upper margin of the first page and be centered. The title block is not repeated on any subsequent pages.
- Dotted leaders should be used between headings and page numbers.
- The text of your Table of Contents entries should not extend into the Page column.
- The Table of Contents lists all chapters and sections (at all levels) from the main body of the document. Distinct sections must have section headings. Specifically, the list must contain all chapter and section numbers (if used), their titles, and the page numbers on which they begin.
- Each title in the Table of Contents must match the title in the text exactly.
- Appendices (regardless of number) are listed with their titles in the same style as the chapters. Appendices can be listed as a series numbered as A1, A2, A3, ... (i.e., Appendix A1: Title, Appendix A2: Title ...) or A, B, C, ... (i.e., Appendix A: Title, Appendix B: Title ...).
- If the Table of Contents spans several pages, the title block only appears on the first page.
- The Table of Contents pages are numbered in Roman numerals following the preceding section.

List of Figures:

- The title block "List of Figures" should appear at the upper margin of the page and be centered. The title block is not repeated on any subsequent pages.
- The first page of the List of Figures is listed in the Table of Contents.

- Dotted leader lines are used between headings and page numbers.
- If captions are long, you should use a short version of the entire caption, either the complete first sentence or enough words in the first sentence to provide a unique entry.
- The text of your caption entries should not extend into the Page column.
- If the List of Figures spans several pages, the title block only appears on the first page. The List of Figures pages are numbered in Roman numerals following the preceding section.

List of Tables:

- The List of Tables follows the List of Figures and uses the same format. Other comments relevant to the List of Figures and its captions or titles apply.
- If the List of Tables spans several pages, the title block only appears on the first page. The List of Tables pages are numbered in Roman numerals following the preceding section.

List of Abbreviations (Optional):

- If you wish to present a list of abbreviations, present it as the first Appendix of your dissertation/thesis/project. Reference this Appendix in the first chapter of the document.
- Abbreviations should be avoided in the Title Page and Abstract.

Prefaces & Forewords (Optional):

- A preface is an introduction that typically states its subject, scope, or aims.
- A foreword is a short introductory statement, often written by someone other than the author. Do **not** include a foreword, as theses and dissertations are single-authored works.
- Prefaces are not included as specific elements of UAF dissertations/theses/projects. The introductory comments usually associated with a preface/forward can be included in the introductory (or first) chapter.

Research Approval:

- If your research requires Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC), Institutional Review Board (IRB) or other review, demonstrate that approval by including a copy of the approval letter as an Appendix in your document.

Important Formatting Details:

- **Margins:** All margins should be one inch (1”) on all sides. These margins apply to all text, figures, tables, and appendices in the document.
- **Page Numbering:**
 - Lower-case Roman numerals are used to number the front material of the document from the Copyright page (iii) onwards. The Title Page is number (i) and the blank page is (ii), though these numbers do not appear on the page.
 - Arabic numerals are then used beginning with the first page.
 - Page numbers are centered one-half inch (1/2”) from the bottom of the page, with the text ending one-inch (1”) from the bottom.
 - Page numbers should be in the same font and size as the rest of your document.
 - The page numbers on pages that have a landscape format (e.g., figures and tables) have the same orientation and position as the pages with portrait format (i.e. on the short side).
- **Line Spacing & Font Size:** The text should be **1.5-spaced throughout**. Font type is any simple, non-script font between 10 pt and 12 pt. The font size can be reduced in Figure and Table captions.
- **Spelling, Punctuation & General Neatness:** Use language, grammar, and punctuation in a professional manner as this is the final (and arguably the most significant) indicator of your scholarship. Use punctuation that is “neat in form and consistent”;
 - Use the same font throughout your document.
 - Use consistent fonts, styles and capitalization in all headings and subheadings.
 - Use consistent formats for the references throughout the “monograph style” document or within the chapters of the “manuscript style” document.
 - Avoid separating section and subsection headings from their text at the bottom of pages. Use page breaks to keep headings and text together.
- **Footnotes & Endnotes:** Avoid footnotes and endnotes.
- **Tables and figures:** If tables and figures are embedded within the text, they should appear within 1.5 pages of when they are first mentioned.

First Chapter:

- The first Chapter, Chapter 1, begins on page “1” of the document. This Introductory chapter (which may be titled “General Introduction” in a “manuscript style” document) can serve a variety purposes, including;
 - A technical introduction to the subject of the dissertation/thesis/project,
 - A statement that explains your personal/professional motivation of the work and shares your journey,
 - Documentation of related work that you completed as a graduate student that is not included in the dissertation/thesis/project,
 - Tying the papers together thematically that constitute the chapters in a “manuscript style” dissertation/thesis,
 - Land and community acknowledgements that you wish to explain in terms of the subject matter of the dissertation/thesis/project,
 - Note any variations in geographic names,
 - Highlight any IACUC, IBC, or IRB research approvals,
 - The organization of the document, noting where if any elements of work has been formally presented or published. This is where you formally cite the publications associated with the chapters in a “manuscript style” dissertation/thesis.

Last Chapter:

- The last chapter is the conclusion of the document. It may provide a summary of the main findings of the dissertation/thesis/project, the associated conclusions, and suggestions for further work.
- In a “manuscript style” dissertation/thesis (where this chapter may be titled “General Conclusions”) it may summarize the conclusions of the individual papers and then provide a synthesizing statement and/or some additional general conclusions. Furthermore, the chapter may present conclusions that were rejected by the reviewers in the peer review of the papers, but are considered significant by the student and graduate advisory committee.

References:

- The style of the references can be chosen by the student. The style must be consistent throughout the document.
- Works Cited entries should be in an order that is consistent with the formatting style.

- Works Cited entries should not be split across page breaks.
- Please do not include hyperlinks that are formatted differently than the other text (i.e. blue/underlined).
- In a “monograph style” document the references appear in a single chapter that is unnumbered after the last chapter and before the appendices.
- In a “manuscript style” document the references appear at the end of each chapter as a numbered section. The reference style used by the specific journal can be used in the associated chapter, and so the style may vary chapter to chapter. However, the first and last chapters (e.g., General Introduction, General Conclusions) must use the same reference style.

Appendices:

- If your research requires Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC), Institutional Review Board (IRB) or other review, proof of approval must be included as an Appendix.
- Other appendices with supplementary material (datasets, etc) can be included if needed.
- Page numbers for appendices continue as Arabic numerals after your final chapter.
- Appendices are usually titled with letters (A, B, C, etc) but this is up to the student’s discretion.

Archive:

- As scholars we would like every dissertation, thesis, and project to be a public document. This represents our academic commitment to open enquiry, as well as our goal of providing a public record of the work that has been done at the university. This latter point is particularly important for a public state university, like UAF, where public monies are supporting the work that is presented in dissertations, theses, and projects (if not directly, certainly through the expertise of the faculty and institutional resources). University of Alaska Board of Regents Policy Regulation (R.10.070.050.C.3.c) specifies that while a student retains the copyright of their work, as part of their degree award the university has the right to reproduce and distribute copies of the dissertations, thesis, and project.
- Students have the right to request an Embargo from ProQuest to remove their work from public access, though the abstract remains visible. This is most relevant to creative theses. Embargoes are requested as part of the ProQuest upload process. These can be requested for up to two years.

If more time is requested for the embargo, students may follow up with the Graduate School after two years.

- All theses/dissertations/projects are listed in ScholarWorks@UA. In ScholarWorks@UA, the work is only available to those associated with UA. ScholarWorks@UA embargoes may be requested for up to two years only.
- Accordingly, we archive Dissertations and Theses with ProQuest and ScholarWorks@UA, while we archive Projects at ScholarWorks@UA alone. ProQuest is a company, based in Michigan, that archives dissertations and theses for access by libraries around the world. The ProQuest Digital Database is designated as an official off-site repository of the United States Library of Congress. The ProQuest also serves as the off-site archive of the University of Alaska. ScholarWorks@UA serves as the institutional open repository for the University of Alaska.

Thank you!

We are looking forward to working with you on your thesis formatting. Please consult the templates for additional clarity.

Please see the checklist on the next page, provided for your convenience to ensure swift processing.

Thesis formatting assistance is available via workshops and one-on-one sessions. Contact uaf-grad-school@alaska.edu for more details.

Checklist for students:

Please check the following to help make sure you are meeting all formatting requirements:

- Title page has the correct information, properly centered and formatted
- Blank page has been included after title page
- Copyright page is included as page “iii”
- All front material is present and properly formatted according to the guidelines
- Font, font size, and spacing are consistent throughout
- Page numbers are all ½ inch from the bottom, centered, in the same font and size as your body text, including on pages with landscape-oriented tables or figures
- Table of Contents, List of Figures, and List of Tables entries all correctly correspond to page numbers and figure/table numbers
- Text within figures is large enough to be readable – if text is too small, these can be flipped to landscape orientation to increase readability (page numbers remain in the same location).
- All Works Cited entries have corresponding citations within the body text
- Headers are not separated via page breaks
- Works Cited entries do not split across page breaks
- There is no substantial unnecessary white space
- Embedded figures and tables appear within 1.5 pages of when they are first mentioned
- Margins are all 1”