

# University of Nevada, Reno - Graduate School

## Dissertation & Thesis Submission Requirements Checklist

Students submit the dissertation/thesis electronically OR on hard copy paper.

**\*\*Formatting guidelines and all forms are available at [www.unr.edu/grad/forms](http://www.unr.edu/grad/forms) \*\***

### **OPTION 1 ELECTRONIC**

#### **ProQuest Electronic Submission Site:**

<http://www.etdadmin.com/unr>

Set up an account with ProQuest and **wait** for a password sent via email. ProQuest offers email and phone support, frequently asked questions, etc. Visit the site early to familiarize yourself with the submission process. *If you choose to submit electronically, DO NOT submit a paper copy to the Graduate School.*

**Electronic theses and dissertations are available in electronic format only. A paper copy will not be produced unless the student orders additional copies at their own expense. The electronic submission process includes the OPTION to order extra copies.**

### **OPTION 2 PAPER**

**Two unbound paper copies** (three copies for Judicial Studies Students)

All pages on White, 20-lb. weight and 25% cotton fiber paper.

*If you choose to submit paper copies, DO NOT submit electronically.*

**The two copies will be bound and one copy will be delivered to your department and the other will reside in the Knowledge Center.**

Once you have chosen the submission option, follow this checklist:

**Microfilm agreement (mandatory publishing agreement)**

- Traditional Publishing (standard sales and royalty payments model – no additional fee)
- Open Access (student pays additional \$95.00 fee)

**Filing for Copyright Registration**

Students have the opportunity to register a copyright on the graduate work with the U.S. Copyright Office. It is strictly optional, and there is a **\$55.00** fee associated with the service. Students submitting via Option 1 (electronic) pay for copyright registration online and Option 2 (paper) requires a money order or cashier's check made payable to **ProQuest LLC** (NO PERSONAL CHECKS). Submit money order to the Graduate School.

**Processing fee**

- \$85 thesis / \$95 dissertation / \$105 Judicial Studies
- Pay at the UNR cashier's office and submit the receipt to the Graduate School

**Final Review Approval**

This form serves as the final approval from your advisor. The approval and date/time listed on the form indicates the student's submission can be accepted by the Graduate School.

**Notice of Completion Form (bring to the defense for committee signatures)**

This form includes all committee signatures AND the Graduate Program Director's signature. The dissertation/thesis title on this form will be printed to the official transcripts.

**Committee Approval Page**

Use online template (NO SIGNATURES). Option 1 (electronic) convert this word document template to PDF and INSERT this page into your PDF document before uploading final combined PDF to ProQuest. Option 2 (paper) submit two copies on 20lb. 25% cotton fiber paper to Graduate School.

**Title Page & Abstract**

Create title page from online example. Options 1 (electronic) submit one copy of title page and abstract to Graduate School. Option 2 (paper) include 5 extra copies of title page and one extra copy of abstract when submitting to Graduate School.

**Graduate School Exit Survey** [www.unr.edu/grad](http://www.unr.edu/grad)

**Survey of Earned Doctorates (doctoral students only)** This is an interactive PDF survey (print from [www.unr.edu/grad/forms](http://www.unr.edu/grad/forms) or pick up a hard copy from Grad School).

UNIVERSITY OF NEVADA, RENO GRADUATE SCHOOL  
THESIS/DISSERTATION FORMATTING AT A GLANCE

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**Title Page (no page number)**

- follow example listed below (student creates this page/ include all elements)
- correct format for degree title and major (i.e. Master of Science in Geology)
- thesis/dissertation advisor's name
- correct date (month and year of **graduation**- *May, August, or December are the only options*)

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**Committee Approval Page (use online template)**

- Un-numbered Page
- No Signatures on this page; the committee is listed in typed format only
- This must be included in the electronic thesis/dissertation (fill out the template and turn into PDF then INSERT the PDF into your PDF document for electronic submission)

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**Pagination:** *ALL PAGE NUMBERS ARE IN UPPER RIGHT HAND CORNER*

- title page is unnumbered
- committee approval page is unnumbered
- subsequent pages of Abstract, Acknowledgment, Table of Contents, etc. are numbered in lower case Roman numerals (i, ii, iii, iv....)
- text is numbered in Arabic numerals (1, 2, 3,...) beginning with first page of text and continuing through ALL text, appendices, tables, etc.

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**Margins:**

- Left = 1.5"
- Right = 1.0"
- Top = 1.0"
- Bottom = 1.25"

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One extra copy of oversized maps, figures, colored photographs, etc. (label with your name)

All text should be double-spaced with the exception of captions, foot-notes, long quotations, bibliographic entries of more than one line, and materials in tables and appendices.

# University of Nevada, Reno

## Dissertation & Thesis Formatting Guidelines

The Graduate School requires standardized formatting for the dissertations & thesis document. Students will follow a style guide (APA, MLA, etc.) to prepare their document; however, the dissertation and thesis must comply with the University formatting listed below.

### **Margins and spacing:**

Left margin: 1.5" from left edge of page  
Right margin: 1.0" from right edge of page  
Top margin: 1.0" from top edge of page  
Bottom margin: 1.25" from bottom edge of page

All text should be double-spaced with the exception of captions, foot-notes, long quotations, bibliographic entries of more than one line, and materials in tables and appendices.

### **Fonts**

Fonts should be clear, clean, and easy to read. Times New Roman or a similarly clear font is preferred.

Type size must be 10, 11, or 12 point.

Script and italic typefaces are not acceptable except where absolutely necessary i.e. in Latin designations of species, etc.

In preparing your dissertation/thesis for **electronic submission**, you must **embed all fonts**. In Microsoft Word, this is done by accessing the TOOLS menu on the tool bar; selecting OPTIONS; selecting the SAVE button on the OPTIONS pop-up; and checking the box "Embed TrueType Fonts."

Large tables, charts, etc., may be reduced to conform to page size, but the print must remain clear enough to be readable

### **Page Numbering**

Every page, with the exception of the title page, the copyright page, and the committee approval page is numbered in the **upper right hand corner**, one half inch from the top of the page and one inch from the right edge of the page. Do not underline or place a period after the number. **Do not use a running header.**

- The prefatory materials (abstract, acknowledgements, table of contents, etc.) are numbered in **lower case Roman numerals** (i, ii, iii, iv, etc.).
- The first page of the main text and all subsequent pages are continuously numbered in **Arabic numerals** beginning with 1 until the final page number (1, 2, 3, 4, etc.).
- Supplemental page numbers such as 4a or 16b are not acceptable. Do NOT number appendices or pages of additional material with numbers such as I-1, or A-1.

### **Tables and Appendices**

Tables and appendices are part of the document and must conform to the same margin and page numbering requirements.

## **Sequence of Pages**

Assemble pages in the following order:

- Title page *\*no page number\** (create according to example provided)
- Copyright Notice *\*no page number\** (optional - see example)
- Committee Approval Page *\*no page number\** (use online template available at [www.unr.edu/grad/forms](http://www.unr.edu/grad/forms) NO SIGNATURES on this page)
- Abstract (begins lower case Roman numerals i, ii, iii...)
- Dedication (optional)
- Acknowledgments (optional)
- Table of Contents
- List of Tables
- List of Figures
- Body of Manuscript (begins Arabic numbering 1, 2, 3...)
- Back Matter (appendices, notes, bibliography, etc)

## **Title Page**

### ***No page number***

- Prepare your title page following the format listed below. Follow this format and include all elements listed. It is necessary to format the title page because there is no electronic template.
- Be sure to enter the degree title correctly (degree followed by major) {Example of degree is MA, MS, M.Ed., PhD and majors include Electrical Engineering, English, Psychology etc}.
- Be sure you enter the correct date on the title page. The date is the month and year in which you will graduate. **The only acceptable months are May, August, and December** (graduation cycles).

## **Copyright Page**

### ***No page number***

Although not required, we strongly recommend you insert a copyright notice in your manuscript following the title page. Essential components of the copyright notice are: copyright symbol, full legal name of author, and year of first publication. Follow the format of the sample provided below.

## **Committee Approval Page**

### ***No page number***

Use the electronic template at [www.unr.edu/grad/forms](http://www.unr.edu/grad/forms) this page will **list** the advisory committee members and graduate dean but will **NOT** include committee signatures. If submitting electronically, fill out the online template and save to your desktop, convert to PDF, then INSERT into your main PDF document prior to ProQuest upload. If submitting on hard copy paper, fill out the online template and print on the 20lb weight 25% cotton fiber paper (a copy for each unbound manuscript).

The increased access to theses and dissertations in electronic form has prompted a commensurate increase in the threat of identity theft by easily duplicating an individual's signature. Therefore, with the August, 2007 graduation cycle, we are deleting the requirement for a thesis or dissertation signature page. Instead, each thesis or dissertation will have a "Committee Approval" page indicating that the entire advisory committee and the graduate dean certify that the thesis or dissertation is accepted in partial fulfillment of the requirements for the degree.

## **Abstract**

### ***(Lower case Roman numeral i page number)***

Abstracts are required for all theses and dissertations. With the August, 2007 graduation cycle, the word count limitations for both theses and dissertations have been eliminated.

## **Processing Fee**

Mandatory processing fees are required for all theses (\$85.00), all dissertations (\$95.00), and (\$105.00) for all Judicial Studies theses. This fee is paid at the Cashier's Office in the Fitzgerald Student Services Building. The fee receipt is then submitted to the Graduate School with the thesis or dissertation. This processing fee must be paid before the thesis or dissertation can be accepted and the student approved for degree completion.

## **Processing Note:**

Each copy of your thesis or dissertation will be checked for margins, clarity of copy, and pagination.

Electronically submitted thesis/dissertations are available in electronic format only; no hard copies will be produced. Students are responsible for binding any additional copies for personal use or for distribution to their advisor, department, or committee members.

Paper copies will be sent to ProQuest for binding and microfilming. One copy will reside in the UNR library and one copy will be sent to the department. A microfilm copy will be available in the University Archives.

*Fun Fact: 85% of students choose to submit electronically*

## **Using copyrighted materials**

You must certify (by signing the ProQuest microfilm agreement form) that any copyrighted material used in your work, beyond brief excerpts, is with the written permission of the copyright owner. Attach copies of permission letters to the agreement form.

## **Copyright registration**

Students have the opportunity to register a copyright on the graduate work with the U.S. Copyright Office. It is strictly optional, and there is a **\$55.00** fee associated with the service. Students submitting electronically pay online. Paper submission requires a **\$55.00 money order or cashier's check** made payable to **ProQuest LLC (NO PERSONAL CHECKS)**. Paying for the claim to copyright is a voluntary action, which allows a court of law to award monetary damages if the copyright is infringed.

You may file a registration of copyright yourself by sending a properly completed application form, a nonrefundable filing fee of \$35.00 (on-line filing) \$65.00 (paper submissions) and a nonreturnable copy of your thesis or dissertation to the United States Copyright Office. Application materials and instructions are available from

US Copyright Office  
101 Independence Ave. S.E.  
Washington, D.C. 20559-6000

Information is also available at the Copyright Office's website: <http://www.copyright.gov>

## **Students submitting Electronically:**

### ***Helpful tips:***

Prepare your thesis/dissertation with whichever word-processing program you prefer. Comply with the format requirements specified in this document. Electronically submitted thesis/dissertations are available in electronic format only; no hard copies will be produced.

Convert the online committee page template to a PDF and INSERT your Committee Approval page into the PDF dissertation/thesis document as the **second** page (un-numbered), immediately after the title page, (if you have a copyright page, it will be the second page and the committee approval page will be the third page).

Convert your document(s) into one single file in Portable Document Format (PDF) either using Acrobat Writer or utilizing the Proquest website PDF conversion. Your document must be a **SINGLE** PDF file, which includes your title page, Committee Approval page, abstract, table of contents, all chapters, figures, tables, etc. combined into one file.

Be sure to **embed all fonts**. This will permit your document to be viewed correctly regardless of the software used to access your document. See the PDF tutorial available on the homepage of the ProQuest thesis/dissertation submission site.

If multi-media elements are used in the document, file formats should be identified in the dissertation/thesis abstract. Acceptable file formats include the following:

**Images:** GIF (.gif)  
JPEG (.jpeg)  
PDF (.pdf) use Type 1 PostScript fonts  
TIFF (.tif)

**Audio:** AIF (.aif)  
CD-DA  
CD-ROM/XA  
MIDI (.midi)  
SND (.snd)  
WAV (.wav)

**Video:** Apple Quick Time (.mov)  
Microsoft Audio Video Interleaved (.avi)  
MPEG (.mpg)

**NAME** your file according to the following format: (all lower case)  
"lastname\_firstname\_middleinitial\_yearmonthofgraduation\_degreeabbreviation.pdf"

Example: smith\_roger\_t\_200405\_phd.pdf

Since you will be pasting your abstract into the ETD submissions form, it would probably be easiest to have just your abstract in a separate file. This would be in addition to the abstract in your thesis PDF. With the August, 2007 graduation cycle, the word count limitations for both theses and dissertations have been eliminated.

## **Electronic Submission Instructions:**

Using your home computer or a computer available at one of the University Computer areas, go to <http://www.etsadmin.com/unr>.

Step 1: Create your account by filling out the appropriate information (name and email address) and submitting it. If this is the first time you have attempted to submit your thesis/dissertation, you will be given a new account and emailed a password. You may change this password once you've accessed your account.

Step 2: Retrieve your password from your email inbox and log in to the ProQuest site.

Step 3: First you will see the University Microfilms Publishing Agreement. Read this agreement, which authorizes ProQuest the non-exclusive right to archive, reproduce and distribute your thesis or dissertation. *Most students choose the Traditional Publishing Option (no additional charge). This is the standard sales and royalty payments model. Open Access allows anyone to obtain your work for free; however, ProQuest charges the author a one time \$95.00 fee for the Open Access option. Click on Accept.*

Step 4: At this point, you will be asked to provide some information about how to contact to you, name, address, e-mail. **Do not be confused if this page says "Dissertation" and not thesis. It is used for the submission of both.** You will also be asked to provide the title of your thesis/dissertation, the year your degree is being awarded, the year you completed the degree, primary subject category for your thesis/dissertation (for cataloging purposes; this is a drop-down box from which you will make your selection), to indicate the primary language of your thesis/dissertation and to indicate your advisor or chair of your thesis/dissertation committee.

Step 5: Enter your abstract. It is easiest to simply cut and paste your abstract from the single file. . You will also choose from a drop-down box, the format of your abstract – one paragraph, two or more paragraphs with carriage return, etc.

Step 6: You will now submit your thesis/dissertation as one document formatted as an Adobe PDF file.

Step 7: You will see that there is a box marked "Notes to Administrator." **You may use this box to indicate if you wish the publication of your thesis/dissertation to be held for some reason such as a pending patent. You may also use this space to indicate if you are not going to be available for e-mail communication and provide an alternate method of communicating you regarding the submission of your thesis/dissertation.**

Step 8: At this point you will be asked to have ProQuest file the copyright of your thesis/dissertation or not. You must enter either "Yes" or "No" but are NOT required to accept Proquest's offer to file a copyright registration. If you accept the Proquest offer, you will need to pay \$55.00 by Credit Card. The registration of copyright allows a court of law to award monetary damages if your copyright is infringed.

Step 9: Next, you are provided with some Author Discount offers for bound copies of your thesis/dissertation. You can select one of these options or use a local service for binding if you so desire.

Step 10: Log off (*CELEBRATE your success!*)

At this point, the University of Nevada, Reno Administrators, Mr. Michael Peters or Miss Julie Woodard in the Graduate School, will be notified electronically that your thesis/dissertation has been submitted. Mike or Julie will review the document and if the submission is complete they will authorize it to be accepted.

If there are edits necessary before it can be accepted, Mike or Julie will contact you by e-mail and provide you with instructions.

If you need further assistance or have additional questions, contact:

Julie Woodard (784-7025) [jwoodard@unr.edu](mailto:jwoodard@unr.edu) OR

Cara Nero (784-46340) [caran@unr.edu](mailto:caran@unr.edu)

Mike Peters Coordinator Graduate School Operations [peters@unr.edu](mailto:peters@unr.edu)

## **Alternative Formatting for Thesis or Dissertation**

These guidelines apply to those theses or dissertations which consist of a number of papers either previously published or being published concurrently with the submission of the thesis or dissertation. Acceptance and publication of the articles are not criteria for this alternative.

Each of the papers should constitute a separate chapter of the overall work. Preceding the papers should be an introductory section. This section may be one or more chapters but should include

- an overall introduction to the thesis/dissertation
- a review of the appropriate literature
- description of methodology used in the study

The student's advisory committee should determine the format and specific content of this introductory section.

The number of individual papers constituting chapters of the thesis/dissertation is determined by the student's advisory committee. These chapters may be formatted in the same style required by the journals to which they are to be submitted. However, the margins must conform to those of the overall thesis, i.e. left margin = 1.5"; right margin = 1"; top margin = 1"; bottom margin = 1.25". In addition, each page must be numbered consistent with the rest of the thesis/dissertation, that is, the first page of text is numbered 1 with each subsequent page numbered consecutively until the end, to include all appendices, indexes, etc.

Following the chapters consisting of individual papers, there must follow a summary, conclusions and recommendations section. This section may be formatted as one or more chapters.

Work reported in the articles should represent a major contribution by the student that is the review of the literature, the conceptual framework and/or research design for the reported work. The statistical analyses, summary, conclusions, and recommendations should represent the student's own work.

For publication purposes, other researchers may be named as additional authors. This would be especially appropriate when publication is dependent upon extensive revision of the initial manuscript submitted and the faculty involved assumes responsibility for the revisions, or when the student is using an existing data base.

When a student chooses this option, the articles will be submitted to the journals agreed upon by the concerned academic unit. Responsibility for follow-up, revisions, etc., should be identified in a written document and agreed upon by the student and faculty member(s) involved.

University of Nevada, Reno Graduate School  
Instructions for Completing Thesis/Dissertation Committee Approval Page

1. The Committee Approval Page is available in two formats: (1) UNR's insignia in blue on 25% cotton fiber paper, available at the Graduate School (at no charge). If you choose to pick-up paper from the Graduate School then you will need to format the page on your own, **DO NOT USE THE ON-LINE TEMPLATE** (2) Interactive template off the web at [www.unr.edu/grad/forms](http://www.unr.edu/grad/forms) print onto the White 20lb. weight 25% cotton fiber paper. The interactive template has established borders and the UNR insignia paper has established borders. Do not use the template to print onto the insignia paper.
2. Use the accompanying template on page two of this handout to complete the Committee Approval form. Check spelling carefully and make sure that case (upper-case/capital and lower-case letters) and font style (regular or bold) follow the template. Spacing between lines will depend on how long your thesis/dissertation title is and how many committee members you have.
3. Type the words as they appear on the template, i.e., on the first line "We recommend that the thesis/dissertation", followed by the second line "prepared under our supervision by."
4. At brackets [1] enter your full name in ALL CAPITAL LETTERS and BOLD-FACED.
5. Type the word "entitled" all in lower-case letters.
6. At brackets [2] enter the complete title of your thesis/dissertation. The title should be in both CAPITAL and lower-case letters and must be Bold-Faced. If the title is long, use two or more lines, breaking the lines at appropriate words in the title. Do not hyphenate between lines.
7. Type the words "be accepted in partial fulfillment of the," and then, on the next line, "requirements for the degree of."
8. At brackets [3] enter the name of the degree being awarded, e.g., for Ph.D. enter "Doctor of Philosophy," for Ed.D. enter "Doctor of Education". The degree should be in all CAPITAL LETTERS and Bold-Faced. DO NOT enter the name of the graduate program, such as anthropology or economics.
9. At brackets [4] type the full name of your thesis/dissertation advisor followed by his/her degree, followed by the word "Advisor". For example, "Sonia A. Skakich, Ph.D., Advisor". Use both capital and lower-case letters.
10. Enter the subsequent committee members and type the full names of the rest of your committee members followed by their degrees and their roles in the committee (Committee Member or Graduate School Rep.) under each one. Use one line for each member. The Graduate School Representative should be the last committee member listed. Use both capital and lower-case letters.
11. The last entry is reserved for Marsha H. Read, Ph.D., Associate Dean, Graduate School (which is already entered on the form).
12. At brackets [5] enter the month and year of official graduation. The month must be May, August, or December. Enter the appropriate four-digit designation of year (e.g., 2008)

**UNIVERSITY  
OF NEVADA  
RENO**

**THE GRADUATE SCHOOL**

We recommend that the thesis  
prepared under our supervision by

[1] [STUDENT’S FULL NAME]

entitled

[2] [Title of Thesis]

be accepted in partial fulfillment of the  
requirements for the degree of

[3] [NAME OF DEGREE,e.g.,MASTER OF ARTS]

[4] [Typed Name, Degree], Advisor

[Typed Name, Degree], Committee Member

[Typed Name, Degree], Graduate School Representative

Marsha H. Read, Ph. D., Associate Dean, Graduate School

[5] [Month, Year]

**UNIVERSITY  
OF NEVADA  
RENO**

**THE GRADUATE SCHOOL**

We recommend that the thesis  
prepared under our supervision by

**ANDREW D. SMITH**

entitled

**This is the title of my master’s thesis**

be accepted in partial fulfillment of the  
requirements for the degree of

**MASTER OF SCIENCE**

Sonia A. Skakich, Ph.D., Advisor

David Corey, Ph.D., Committee Member

Darryl E. Pierce, Ph.D., Graduate School Representative

Marsha H. Read, Ph. D., Associate Dean, Graduate School

August, 2008

S A M P L E  
(THESIS TITLE PAGE)

University of Nevada, Reno

**A Tale of Two Cities: Reno and Las Vegas**

A thesis submitted in partial fulfillment of the  
requirements for the degree of Master of Science in  
Geography

by

Karen T. Barendsby

Dr. Glen J. Smith/Thesis Advisor

May, 2008

**UNIVERSITY  
OF NEVADA  
RENO**

**THE GRADUATE SCHOOL**

We recommend that the dissertation  
prepared under our supervision by

[1] [STUDENT'S FULL NAME]

entitled

[2] [Title of Dissertation]

be accepted in partial fulfillment of the  
requirements for the degree of

[3] [NAME OF DEGREE, e.g., DOCTOR OF PHILOSOPHY]

[4] [Typed Name, Degree], Advisor

[Typed Name, Degree], Committee Member

[Typed Name, Degree], Committee Member

[Typed Name, Degree], Committee Member

[Typed Name, Degree], Graduate School Representative

Marsha H. Read, Ph. D., Associate Dean, Graduate School

[5] [Month, Year]

**UNIVERSITY  
OF NEVADA  
RENO**

**THE GRADUATE SCHOOL**

We recommend that the dissertation  
prepared under our supervision by

**KATHRIN S. GREEN**

entitled

**This is the title of my dissertation**

be accepted in partial fulfillment of the  
requirements for the degree of

**DOCTOR OF PHILOSOPHY**

Sonia A. Skakich, Ph.D., Advisor

David Corey, Ph.D., Committee Member

David Corey, Ph.D., Committee Member

David Corey, Ph.D., Committee Member

Darryl E. Pierce, Ph.D., Graduate School Representative

Marsha H. Read, Ph. D., Associate Dean, Graduate School

August, 2008

**S A M P L E**  
(DISSERTATION TITLE PAGE)

University of Nevada, Reno

**Use of the Geoelectric Signal to Estimate the Hydraulic Conductivity Field  
And its Spatial Structure at Variable Scales**

A dissertation submitted in partial fulfillment of the  
requirements for the degree of Doctor of Philosophy in  
Hydrogeology

by

Donald G. Sutherland

Dr. Robert. A. Dowd/Dissertation Advisor

December, 2008

# S A M P L E

(Copyright Page)

Copyright by Kathrin S. Green 2008  
All Rights Reserved

- The copyright page is optional (This page is not numbered)
- The statement should be centered on the page

# S A M P L E

(Copyright Page)

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All Rights Reserved

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- The statement should be centered on the page