

UNIVERSITY OF NEVADA, RENO  
GRADUATE SCHOOL

THESIS/DISSERTATION CHECKLIST

- \_\_\_\_\_ Two complete, unbound copies (3 copies for Judicial Studies theses)
- \_\_\_\_\_ All copies **including signature pages** on white, 20-lb. weight and 25% rag content (or cotton fiber) paper
- \_\_\_\_\_ Two University of Nevada, Reno Graduate School signature pages (3 for Judicial Studies theses) with original signatures of: (**Signature pages need to be on 20-lbs, 25% rag content paper**)
- thesis/dissertation advisor
  - each advisory committee member
- \_\_\_\_\_ Signature line for Marsha H. Read, Ph.D., Associate Dean, Graduate School on signature page
- \_\_\_\_\_ Title Page
- correct format for degree and major (i.e. Master of Science in Geology)
  - thesis/dissertation advisor's name
  - correct date (month and year of *graduation*)
- \_\_\_\_\_ Five extra copies of title page
- \_\_\_\_\_ One extra copy of abstract
- \_\_\_\_\_ Pagination: ALL PAGE NUMBERS ARE IN UPPER RIGHT HAND CORNER
- title page is unnumbered
  - signature page is unnumbered
  - subsequent pages of Abstract, Acknowledgment, Table of Contents, etc. are numbered in small 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.
- \_\_\_\_\_ Margins:
- Left = 1.5"
  - Right = 1.0"
  - Top = 1.0"
  - Bottom = 1.25"
- \_\_\_\_\_ Processing fee receipt from UNR Cashiers Office:
- \$85.00 for thesis
  - \$95.00 for dissertation
  - \$105.00 for Judicial Studies theses
- \_\_\_\_\_ Microfilming agreement complete and signed  
If copyrighting, copyright page (unnumbered) immediately behind title page;:
- copyright section of microfilming agreement signed
  - money order/bank check for \$45.00 payable to PQIL.
  - \$105.00 for Judicial Studies theses
- \_\_\_\_\_ Extra copy of oversized maps, figures, colored photographs, etc.
- \_\_\_\_\_ Doctoral survey form completed (for doctoral graduates).

# UNIVERSITY OF NEVADA, RENO

## GRADUATE SCHOOL

### THESIS AND DISSERTATION PREPARATION GUIDELINES

Graduate students completing a thesis or dissertation are required to submit two (2) unbound copies of their thesis or dissertation to the Graduate School. Candidates for the Master of Judicial Studies degree are required to submit three (3) unbound copies of their thesis.

### PAPER

Each copy of the thesis or dissertation must be on white paper, 8 ½ x 11 inches, at least 20-pound weight and 25% rag (cotton fiber) content. Signature pages also need to be on white paper, 8 ½ x 11 inches, at least 20-lb weight and 25% rag (cotton fiber) content. Do not use erasable bond typing paper or common photocopy paper.

### MARGINS

Left: 1.5"      Right: 1.0"  
Top: 1.0"      Bottom: 1.25"

### TYPE

Type size should be 10 point or larger. Script and italic typefaces are not acceptable except where absolutely necessary i.e. in Latin designations of species. Regardless of type style, the characters must be dark, clear and the strike even. Do not use whiteout on final copies to be submitted to the Graduate School.

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

### CLARITY

The entire thesis or dissertation should be prepared in sharp, clear type that will facilitate photocopy and microfilm reproduction. All figures, graphs, tables, indices, illustrations, etc. must be rendered with sufficient clarity so as to endure their legibility from their microfilmed form. Avoid reproducing material that has been previously photocopied or reproduced: clarity is diminished with each reproduction. Be particularly careful in reducing tables, figures, graphs, etc. by photocopying for this, too, diminishes clarity. All material presented with an insufficient degree of clarity will have to be resubmitted.

### SPACING

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

### PAGINATION

Every page, with the exception of the title page, the copyright page, and the signature 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. Verify that all pages in each copy are numbered.

### PAGINATION (Continued)

Prefatory material (abstract, acknowledgments, table of contents, etc) are numbered in lower case roman numerals.

The main body of the text is numbered in arabic numerals beginning with 1 and continuing consecutively to the last page of the thesis or dissertation. Supplemental page number 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.

A typical thesis or dissertation would be arranged thus:

Title Page	unnumbered
Copyright page	unnumbered
Signature page	unnumbered
Abstract page	i
Acknowledgments	ii
Table of Contents	iii
List of Tables	iv
List of Figures	v
List of Illustrations	vi
Introduction (beginning of text)	1
Rest of text (including appendices)	2 - 350

### TABLES AND APPENDICES

As indicated above, tables and appendices are part of the document and must follow the same margin and pagination requirements.

### PHOTOGRAPHS

Pictorial material may be mounted on the thesis paper using white glue, Scotch Spray-Mount or they may be dry mounted. Do not use rubber cement. Photographs may also be printed on "8 1/2 X 11" document weight photographic paper. Captions are to be on the same page with the photograph--no captions on facing pages.

### COLORED FORMS

Photocopies made from forms printed on colored paper, especially blue, do not have as clear an image and therefore do not microfilm well. If such copies are included in the thesis or dissertation, also submit an original of the form to accompany the archival microfilmed edition.

### MAPS OR OVERSIZED MATERIAL

These materials should not be on mylar, are not to exceed dimensions of 32" X 48", and should be submitted flat or rolled. Fold-out pages are acceptable with standard margins; these should also be submitted flat. Each copy must be identified with the student's name, the abbreviation of the degree (MS, MA, Ph.D., etc.), the degree program (Geology, Anthropology, etc.), and the year of publication.

Example: John R. Doe  
MS - Computer Science  
ce  
1998

### COLOR CHARTS, PHOTOGRAPHS, GRAPHS

Because the microfilm copy will be in black and white, charts, figures, graphs, photographs, or other illustrative materials which must retain their color to convey their information must be submitted as an additional set. This additional set will be kept with the black and white microfilm copy in the University Archives. If illustrations are submitted unmounted, the page number where they appear in the text should be marked on the back in #2 pencil.

## ABSTRACTS

Abstracts published in Masters Abstracts and Dissertation Abstracts are limited by the following restrictions:

Masters abstracts - 150 words

Dissertation abstracts - 350 words

The additional copy of the abstract, which will be submitted to University Microfilms, Incorporated (UMI) must conform to these restrictions. The abstract appearing in the thesis or dissertation is exempt from these restrictions.

## MICROFILMING PERMISSION FORM

Each student submitting a thesis or dissertation is required to fill out and sign an agreement with University Microfilms, Inc. (UMI). This agreement authorizes the microfilming and sale of the microfilm copy. The University uses the microfilm copy as the archival copy.

Additionally, there is an **optional** agreement allowing UMI to file on the student's behalf an application for registration of copyright with the United States Copyright Office. This service is \$45.00; payable to PQIL. Payment must be made by certified check or money order. **No personal checks will be accepted.** The microfilm permission form is available on-line at [www.unr.edu/grad](http://www.unr.edu/grad).

## COPYRIGHT REGISTRATION

Under the 1976 Act, a work of original authorship is protected by copyright from the time the work is created in a fixed form; registration with the Copyright Office is **not** a condition of copyright protection itself, but copyright registration is a prerequisite to an infringement suit.

There are also certain other definite advantages to registration, including establishing a public record of the copyright claim, securing the right to file an infringement suit, establishing prima facie evidence of the validity of the copyright and making available a broader range of remedies in infringement suits

Whether you decide to register your copyright or not, 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.

If you choose to have UMI file a registration of copyright on your behalf, sign the UMI agreement form and submit the \$45.00 cashier's check or money order.

You may file a registration of copyright by yourself by sending a properly completed application form, a nonrefundable filing fee of \$20.00 and a nonreturnable copy of your thesis or dissertation to the United States Copyright Office. Application materials and instructions are available from

Register of Copyrights

Copyright Office

Library of Congress

Washington, D.C. 20559-6000

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

## PROCESSING FEE

The processing fee is paid at the Cashier's Office in the Student Services Building. The processing fee receipt is submitted to the Graduate School with the thesis or dissertation. The bound copies will be distributed to the department, university archives, and if applicable, the Judicial College.

Students are responsible for binding any additional copies for personal use or for distribution to their advisor or committee members. Order forms for the same bindery used by the University are available on-line at [www.unr.edu/grad](http://www.unr.edu/grad); however, students may use any bindery of their choice.

### MUSIC RECITALS

When submitting music recitals, a copy of the tape and two (2) copies of the program should be submitted to the Graduate School. These will be deposited in the University Archives.

### USING MATERIALS COPYRIGHTED BY OTHERS

You must certify (by signing the UMI 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.

Each copy of your thesis or dissertation will be checked for margins, clarity of copy, and pagination. The materials will then be sent to the University Archives, Getchell Library, for binding and microfilming. One copy will be deposited in the library and one copy will be sent to the department. A microfilm copy will be available in the University Archives.

## THE FOLLOWING SHOULD BE SUBMITTED TO THE GRADUATE SCHOOL

1. Two (2) unbound copies of the thesis or dissertation. (Judicial Studies candidates must submit three (3) unbound copies.) Each copy including signature pages must be on paper of at least 20-pound weight and 25% rag content as specified on page 1. Each copy must have original signatures on the signature page which must be on 20-lbs, 25% rag content paper also.
2. A processing fee receipt from the cashier's office for the following:

Dissertation fee:	\$95.00
Thesis fee:	\$85.00
Judicial thesis fee:	\$105.00
3. Completed and signed University Microfilms microfilming agreement form. If you choose to have UMI file a registration of copyright on your behalf, your manuscript must have a copyright notice page and you must complete the applicable section on the microfilming agreement form and provide a cashier's check or money order of \$45.00 payable to PQIL.
4. Five (5) additional copies of the title page.
5. One additional copy of the abstract.
6. One additional set of oversized maps, graphs, figures or color illustrations, if applicable.
7. Doctoral students only - a completed National Science Foundation Survey of Earned Doctorates. This survey is available on-line at [University of Nevada, Reno Graduate School](http://www.unr.edu/gradschool/NSFSEDF).

### QUESTIONS

Contact the Graduate School at 784-6869 or via e-mail, [gradschool@unr.edu](mailto:gradschool@unr.edu).

## **ALTERNATIVE FORMAT 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.

### **RELATED POLICIES**

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.

### **SUBMISSION OF THE ARTICLES**

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 Signature Page

1. A new Thesis/Dissertation Signature Page was approved by Graduate Council at its October, 1998 meeting. Beginning with the May 1999 graduation Date, the new Signature Page is required for all students submitting a thesis or dissertation.
2. The Signature Page is available in two formats: with UNR's insignia in blue on 25% rag paper, at the Graduate School (at no charge), or downloadable off the web at [University of Nevada, Reno Graduate School](http://www.vpr.unr.edu/grad2/) onto white 25% rag content paper. Full instructions and samples, which apply to both formats, are available at <http://www.vpr.unr.edu/grad2/>.
3. Use the accompanying template on page two of this handout to complete the signature page 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.
4. 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."
5. At brackets [1] enter your full name in ALL CAPITAL LETTERS and BOLD-FACED.
6. Type the word "entitled" all in lower-case letters.
7. 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.
8. Type the words "be accepted in partial fulfillment of the," and then, on the next line, requirements for the degree of."
9. 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.
10. At brackets [4] enter the first signature line, and under that line 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.
11. Enter the subsequent signature lines 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 signature line for each member. The Graduate School Representative should be the last committee member listed. Use both capital and lower-case letters.
12. The last signature line is reserved for Marsha H. Read, Ph.D., Associate Dean, Graduate School.
13. 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., 2005)

**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, 2005

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

Kerry T. Barendsby

Dr. G. J. Smith/Thesis Advisor

May, 2005

**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, 2005

**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.R. A. Dowd/Dissertation Advisor

December, 2005