



SCHOOL OF BIOMEDICAL SCIENCES

PREPARATION AND ELECTRONIC FILING OF DISSERTATIONS,

THESES AND INTERNSHIP PRACTICUM REPORTS

IN THE SCHOOL OF BIOMEDICAL SCIENCES

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CHAPTER 1

GENERAL GUIDELINES

How to Use this Manual

The University of North Texas Health Science Center (UNTHSC) thesis manual is published as a guide to preparing and submitting dissertations, theses, and internship practicum reports in the School of Biomedical Sciences. The term *thesis* will be used generically hereafter to refer to dissertations, theses, and/or internship practicum reports.

If questions arise which are not answered by either the departmental style guide or this manual, authors should consult *A Manual for Writers of Term Papers, Theses, and Dissertations* (6th ed., 1996) by Kate L. Turabian. Questions not answered by any of these three guides should be referred to the staff of the School of Biomedical Sciences.

Authors are discouraged from following usages found in theses submitted in past years. Changes in graduate school policy and style manual requirements may have rendered past practices obsolete.

Authors are encouraged to consult the graduate office staff throughout the thesis writing process, as necessary changes are made more easily at the earlier stages than at the end of the writing process.

Journal Styles

It is acceptable to use a journal style as a departmental style guide. If this is the case, an author must follow said journal's Instructions to Authors, or the equivalent, as well as current journal practices for all matters not explicitly set forth in this manual (such matters include textual citations, references, tables, figures, subheadings, style, etc.).

Human Subjects

All studies using information from human subjects must receive approval from the Institutional Review Board for Human Subjects Research. See the Office for the Protection of Human Subjects for guidelines and forms.

CHAPTER2

PREPARATION OF THE THESIS

Software

All theses must be prepared using Microsoft Word or Adobe Acrobat due to the electronic submission process.

Font

Use a 12 point standard typeface such as Times New Roman. San serif fonts such as Arial are not acceptable. The same font must be used throughout the text, except in the Appendix (see "Appendix" below). Fonts should be selected for clarity. Under no circumstances should script fonts be used.

Margins

Justified right margins are acceptable but should not be used with typefaces such as Courier that replicate typewriting. Hyphenation is acceptable as long as it is not overused. If full justification is used, do not place more than one space after any mark of punctuation. Margins in the body of the thesis should be one (1) inch all around.

An exception should be made on each page carrying a major heading in all capitals (e.g., ACKNOWLEDGMENTS, CHAPTER, TABLE OF CONTENTS, BIBLIOGRAPHY) where the top margin should be two (2) inches.

Spacing of Text

Text must be double spaced, yielding a standard page of 25 or 26 lines of double spaced print. If possible, avoid beginning a new paragraph at the bottom of a page or ending a paragraph at the top of a page unless at least two lines of text can be included in each case. Avoid large expanses of white space within chapters. Running heads, or abbreviated titles which are printed at the top of the pages of a published article to identify the article for readers, are not acceptable in UNTHSC style.

Numbering of Pages

Every page should bear a number except the title page, which is counted as page *i* of the preliminary page, although it does not bear a page number. The abstract page is not numbered and not counted. In other words, the first page after the title page will be *page ii*. Continue using lower case Roman numerals until the first page of the body of the thesis. On this page, begin using Arabic numerals (Page 1). All page numbers should be centered one-half inch from the bottom of the page.

CHAPTER3
CONTENTS OF THE THESIS

Order of Arrangement

The following order of arrangement should be observed:

Abstract
Signature Page
Title Page
Copyright Notice (if used)
Acknowledgment(s) (if used)
Preface (if used)
Table of Contents
List of Tables
List of Illustrations
Body of thesis
Appendix (if used)
Bibliography or References

Signature Page

The first page following the abstract is the signature page, which contains the title of the thesis, two inches from the top of the page in all capitals and double-spaced in inverted pyramid form. If the thesis title contains the title of a published source, that title should be italicized.

Scientific terms such as genus and species names are exceptions to the rule requiring all capitals and should be treated as they are normally treated in scientific literature.

The thesis title should not be underlined nor should it appear in boldface. The author's name and degrees are double-spaced below the last line of the title. The signature page also contains the signatures of the major and minor professors, other committee members and the chair of the department, as well as the dean of the school.

Note that the proper names of individual committee members should not be typed on the signature page; only the generic headings (Major Professor, Committee Member, etc.) should appear. The line above the department chair's signature should be designated for the University Member. For an example of a signature page and more specific instructions, consult the Appendix.

The signature page must include original signatures. It should not be included in your electronic document uploaded to ProQuest/UMI.

Title Page

The placement and layout of the title on this page must exactly match that of the signature page. The title is followed by the words *THESIS*, *DISSERTATION*, or *INTERNSHIP PRACTICUM REPORT*, followed by the legend: *Presented to the Graduate Council of the University of North Texas Health Science Center at Fort Worth in Partial Fulfillment of the Requirements for the Degree of* the name of the graduate degree, all in capital letters, is followed by the word *By* and the candidate's name and conferral date (month and year). An example of a title page, with further instructions, is found in the Appendix.

Copyright Notice

If the author applies for copyright, a page bearing the page number iii must immediately follow the title page, bearing the following double-spaced text (with the author's name substituted), centered in the page:

Copyright by

John Harold Johnson

2008

(See also the statement on "Securing Copyright" below).

Acknowledgements

One page of acknowledgments is permitted if the author wishes to include one. The diction and contents of any acknowledgments must be restrained and appropriate to a scholarly work. A separate dedication page is not permitted. The word *ACKNOWLEDGMENT* (or *ACKNOWLEDGMENTS*, if appropriate) should appear two inches from the top of the sheet and the page should be numbered appropriately.

Acknowledgments may also be properly made in such circumstances as these:

1. When the research which the thesis reports was funded in whole or in part by an agency independent of UNTHSC such as the National Science Foundation, National Institutes of Health, etc.;
2. When the author has received assistance from a faculty member of another institution or a scientist or scientific establishment not a part of UNTHSC.

It is traditional to acknowledge the major professor and committee members, as well as postdoctoral fellows and fellow students who have assisted in the research reported in the thesis. It is not appropriate to acknowledge organizations or associations for their recognition of your work (i.e., awards for outstanding student presentations, etc.).

Tables of Content and Lists of Illustrations, etc.

A table of contents and lists of tables and illustrations should be included as needed. All tables, etc., should be numbered consecutively throughout the document. A table of contents must be included in any thesis which is divided into chapters. Other lists, as needed, should follow the table of contents. If material is placed in an appendix, the appendix should be included as an item in the table of contents. For a sample table of contents, the form of which may be adapted for lists of figures, tables, etc., see the Appendix.

Tables and Figures

For tables and figures, authors should follow guidelines for captions, layout, ruling, spacing, continuing, etc. in their individual style guides. It is acceptable to reduce table bodies and figures, if necessary, to keep within margin guidelines, although the font of all tables and figure captions must be consistent with that of the body of the thesis. Tables may also be continued from one page to the next or presented vertically on the page as space dictates. Note that when tables and figures are reduced, table and figure captions are not reduced. Captions and legends may be presented on separate pages before the figures they identify, if they are too long to be presented otherwise. Captions and legends may not be presented on facing pages, however. Tables and figures may be incorporated into the text of the thesis or may appear on separate

pages, depending upon departmental style sheet guidelines. Nevertheless, large amounts of white space are not acceptable in the text until the end of the chapter. Be sure to give full source citation for all borrowed material in tables and figures. Remember that statistical symbols (*N*, *p*, *R*, etc.) are generally italicized in both tables and text.

Headings for Major Divisions

Every major division in the thesis (PREFACE, INTRODUCTION, CHAPTER, BIBLIOGRAPHY) should begin on a new page which carries the heading, every word of which is typed in capitals and which is centered two inches from the top of the sheet. Major headings should not be underlined; nor should they appear in boldface. If such headings are long, they should be divided and centered in inverted pyramid form, double spaced, without end punctuation.

The word *CHAPTER* and the number in capital Roman numerals or in Arabic numerals should occupy the first line of the heading. There should be no end punctuation. Between the line carrying the chapter number and the first line of the chapter heading there should be a triple space. There should be another triple space between the last line of the chapter heading and the first line of the text or subheading. (See example in Appendix.)

Chapters

Generally, theses containing 50 or more pages of text, excluding all pages before the first page of the first chapter and after the last page of the last chapter, should be divided into chapters. Each chapter should be headed as above and included in the table of content. Because each chapter is considered a separate entity in the thesis, footnotes, subheading levels, long references and acronyms must be clarified anew in every chapter.

Headings and Subtitles

Authors should follow departmental style guides for arranging subtitles within chapters. However, the chapter title and/or the chapter bibliography or endnote title are the only titles in all capitals (major headings) which may appear in each chapter. If the thesis is not divided into chapters, the thesis title as well as that of the table of content, bibliography, and other general sections should appear in all capitals, and headings such as *materials*, *methods* and *results* should be treated as second-level headings.

Reference Lists and Bibliography

The concluding section of the thesis is traditionally called a bibliography, literally a description of books; however, since the term *bibliography* is commonly used to refer to many different kinds of book lists and since theses often refer to materials not in books, terms such as *references* or *reference list* are often more accurate headings for the concluding section of a thesis that is the term *bibliography*.

The Graduate School of Biomedical Sciences requires that reference lists, containing specifically cited works, be contained in the thesis document. Chapter reference lists are not

required by the graduate school unless the non-traditional format is used. In this case, a comprehensive reference list should be included. The reference list usually follows the appendix as the last item in the thesis. It is paginated (numbered) serially with the body of the thesis.

Appendix

It may be necessary or desirable to include various items in an appendix, which should follow the final chapter of the thesis and precede the reference list. The appendix should be listed in the table of contents, following the final chapter listing. In general, it is preferable not to make many distinctions between related or similar items in the appendix; however, if a number of different types of items are included as appendices, they may be identified as APPENDIX A, APPENDIX B, and so on.

Original letters, questionnaires, testing instruments, etc., should be scanned into your electronic document. (See the section below on "Use of Copyrighted Material.") The margins of such items may sometimes not be the same as those prescribed for the body of the thesis; oversize text should be reduced on a reducing photocopier in order to keep items in the appendix within UNTHSC margin requirements.

Items in the appendix, printed forms, questionnaires, computer-produced tables, and the like, may differ in type face and format from the body of the thesis, though the appendix title page should not differ. (See below.) If scanned documents in the appendix already contain page numbers, the page number for the thesis may be put into brackets, as close to the one-inch-down/one-inch-from-the-right position as possible.

It is suggested that if many tables not directly relevant to the text are to be included in the thesis, they should properly be put into an appendix. All tables, illustrations, examples, etc.,

included in the appendix should be numbered in series with those in the body of the text, and listed in the lists of tables, illustrations, etc., which appear at the front of the thesis. It is not necessary to indicate in the list of tables the fact that some of the material appears in the appendix. The style of said tables should conform to the author's individual style manual. (See "Tables and Figures," above.)

The appendix should be preceded by a title page, on which the word *APPENDIX* is typed, centered, in all capitals. If appendices are individually identified, a title page should be provided for each, bearing the appropriate identification: *APPENDIX A*, etc. Please note that these pages are numbered in accordance with UNTHSC style. Individual titles for each appendix are typed a double space below the generic titles. For an example, see the appendix to this pamphlet. (See also "Copyrighted Material" below).

CHAPTER4

STYLE

Assistance for Good Writing

Thesis writers are encouraged to consult reliable guides to English usage if they need help in deciding questions of grammar, sentence structure, style, etc. The *Harbrace College Handbook* (13th ed., 1998) is helpful and easily available in most bookstores. *Webster's New World College Dictionary* (1999) is generally accepted as a guide to current American conventions of usage and spelling. Other reference works which authors may wish to consult are listed below.

Use of Personal Titles

Titles such as *Mr.*, *Mrs.*, *Ms.*, *Dr.*, *Dean*, and *Professor* ordinarily should not be used in the text of the thesis.

Gender References

In accordance with modern practice, thesis writers should attempt to avoid the use of masculine pronouns (*he*, *him*, *his*) when referring to people in general. It is often possible to use the plural number in such contexts and avoid the choice between masculine and feminine gender. *He or she* and *him or her* are sometimes necessary, but should not be overdone. Often sentences can be rephrased to avoid the need for specific pronoun references. Usages such as *he/she*,

him/her, ands/he are acceptable in some styles, but have not gained acceptance in most formal writing.

A Few Matters of Usage

An academic thesis is the work of one person, its author. Thus, when referring to himself or herself, the author should use the word *I*. Avoid the use of *we* unless the persons included are clearly identified. Do not use such phrases as *in our laboratory*, since the thesis reports the work of its author, not of a group of researchers.

Writers are often cautioned to avoid overuse of the first personal pronoun, *I*. This is good advice, but substitution of the plural *we* is never a satisfactory alternative, and often use of the passive voice (e.g., "it was found...") is awkward and cumbersome. Judicious use of *I* will resolve most of these difficulties. Use of first-person plural pronouns (*we, us, our*) is stylistically appropriate when the writer is, figuratively, leading the reader through a process of logical reasoning.

A thesis presents a completed argument or research project, as distinguished from a proposal, and should therefore avoid future tense in contexts referring to procedure and method (e.g., "This dissertation will consist of six chapters..." or, "We shall see later how this procedure terminates.") Such contexts are generally better served by present or present perfect tense (e.g., "I have argued against this view in Chapter III.") An argument or a study is not a human being and should not be spoken of as though it possessed human capabilities or attributes. As the editors of the APA *Publication Manual* explain, "An experiment cannot *attempt to demonstrate, control unwanted variables, or interpret findings*" (p. 35). Judicious use of *I* can help a writer

avoid such illogical statements and can also acknowledge accountability for results and conclusions.

Merely rhetorical use of quotation marks and italics for emphasis are often redundant and should be employed sparingly, if at all.

Copyrighted Material

Authors are discouraged from including copyrighted material (printed tests and measuring instruments, reprints of copyrighted articles, etc.) in the appendix to the thesis, since such published material is usually easily available to the reader. Moreover, use of copyrighted materials without permission of the copyright holder constitutes plagiarism, and therefore such materials will not be reproduced in the microfilmed thesis. If there is a genuine need to include copyrighted material, the author is responsible for securing the copyright holder's permission, and must add the proper copyright notice (e.g., "Copyright 19_ by John Doe. Used by permission.") at the bottom of the first page of all copyrighted materials.

CHAPTERS

DOCUMENTATION

When to Cite and Why

Sources are always cited for borrowed material. This means in practice that an author should reference whatever he or she does not know of his or her own knowledge. Such referencing will cite sources for language paraphrased or quoted, for borrowed ideas, for information taken from primary and secondary sources. Though some systems of citation use page references more sparingly than others, page references are always required for quotations and other references to the specific language of particular sources.

Common knowledge, that which an author and an audience know jointly of their own knowledge, is generally exempt from citation. However, the extent to which a thesis or other scholarly document addresses a single field or a broad scholarly audience is problematical. It is best to clarify, just as it is best to treat readers with kindness. It is generally unnecessary to repeat in citations material which is already displayed in text (i.e. to repeat names, titles, or other information in parenthetical citations and notes, especially footnotes, when such information has been given in the main writing). However, some manuals, such as the Turabian, require such repetition.

In some abstract scholarly styles, especially those employing author/date systems of citation, it is easy to lose the thread of citation without timely repetition of authors' names. In such cases, references in text to "the author" or "the researcher," or to "researchers," may be

confusing or misleading. In literature surveys, as well as in other contexts, it is important that authors distinguish scrupulously between their own language and the language of sources.

Plagiarism

Plagiarism entails the use of borrowed material, whether information, ideas, or languages, without appropriate acknowledgment. Such acknowledgment includes the use of conventions of quotation as well as the citing of sources. Paraphrased material should always be couched in the language of the author of the paraphrase. Verbatim reference to the language of sources should be placed in quotation marks. Indirect quotations should be identified clearly as such. Authors of material both paraphrased and quoted should always be acknowledged clearly by name.

Penalties for plagiarism and other types of academic misconduct are described and assessed under the UNTHSC Graduate School of Biomedical Sciences Code of Student Conduct and Discipline, which contains the following definition:

The term *plagiarism* includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of ... academic materials.

Specific penalties may be assigned by faculty members for academic misconduct (including plagiarism). Penalty options include reduced or failing grades for specific projects or assignments, additional academic work not required of others, failing course grades; or where appropriate, denial of graduation. Beyond graduation, as the editors of *The MLA Style Manual* point out, plagiarism constitutes serious professional misconduct, whose penalties "can be severe, ranging from loss of respect to loss of degrees, tenure, or even employment" (p. 4).

Graduate authors are responsible for making themselves aware of the definitions and implications of academic misconduct. For further information about plagiarism, academic misconduct, and penalties and appeal procedures at UNTHSC, as well as about professional ethics generally, authors may wish to consult the *UNTHSC Student Handbook*.

CHAPTER6

PREPARATION OF THE ABSTRACT

The abstract must begin 2 inches from the top of the page and must be double spaced. It may include a statement of the problem, the sources of data, the organization of the thesis, the content treated in each chapter or division, the findings, conclusions, and recommendations, if any. **The dissertation abstract must contain no more than 350 words, and the thesis abstract no more than 150 words, including all words in the general heading.** Numbers should be counted as words. Hyphenated words count as 2 words; acronyms, initials and abbreviations also count as words. A sample abstract is included in the appendix to this manual. The abstract heading contains the author's name (surname first), degree, major, and graduation date, the thesis title, number of pages, tables, illustrations, etc., and the number of titles included in the bibliography. **Note that the thesis title is underlined in the abstract heading. If the underlined title of the thesis contains an italicized title or term, the latter title or term should be underlined.**

Note that the abstract bears the following margins:

LEFT: 1½ inches

TOP: 2 inches on first page; 1½ inches on second page

RIGHT: 1 inch

BOTTOM: 1 inch

The pages of the abstract are not numbered. Do not use notes, textual references, or subheadings in the abstract. For further instructions and an example, see the Appendix.

CHAPTER 7

ALTERNATIVE TO THE TRADITIONAL THESIS

The Graduate Council has adopted a policy whereby the body of a thesis may include manuscripts under the following guidelines:

1. The student must have at least one manuscript submitted for publication for a thesis and at least two manuscripts submitted for publication for a dissertation. Additional manuscripts which have been or will be submitted should also be included as individual chapters.
2. PhD candidates must be first author and have written the manuscripts included in the dissertation.
3. The manuscript(s) will contain a footnote indicating that the research was done in partial fulfillment of requirements for the particular degree.
Example: "This project is taken in part from a dissertation submitted to the UNT Health Science Center in partial fulfillment of the requirements for the degree Doctor of Philosophy."
4. The format for including manuscripts in the dissertation is similar to the standard dissertation construction with the following exception:
 - A. Text
 1. Introduction - Should provide background and historical material and an overall statement of the thesis or dissertation project specific aims.
 2. Major Body of Thesis or Dissertation
 - a. Should constitute separately referenced chapters consisting of manuscripts and unpublished material.
 - b. Chapters of unpublished material must conform to the standard thesis or dissertation format and should include Methods, Results and Discussion sections.

- c. When one or more manuscripts appear in succession, a short, linkage section shall be placed between them for the purpose of integrating the manuscript material into a logical sequence.
3. Summary - Should integrate the various aspects of the thesis or dissertation and include the major conclusions of the work.
 4. Referencing - The method used for referencing sources within the Introduction and Summary sections should be the one most consistent with the method required within the manuscripts. Either of the following two styles may be used: Author(s) name and publication date (Brown or Brown et al., 1981) or consecutive numbering of references (1-3) in the text. Bibliographies must include author(s), year, complete title, journal, inclusive pagination, and should follow the Summary Section.

CHAPTERS

FILING OF THE THESIS

When to File

After the final comprehensive examination (sometimes referred to as the final defense), all changes and revisions required by the supervising committee must be made before the thesis is electronically filed to the graduate school. The signature page must be signed by all committee members, the author's department chair, and the graduate dean. It is the responsibility of the author to secure these signatures. The signature page is NOT included in the electronic document filed with ProQuest/UMI.

The Graduate School's deadlines for initial filing are published yearly in the academic calendar which appears on the GSBS website (<http://www.hsc.unt.edu/gsbs>). **Theses electronically submitted after filing deadlines will not qualify their authors for graduation at close of semester.** When the thesis has been electronically filed and received by the Graduate School, accompanied by the signed signature page, the thesis is considered to have been filed officially. The date of such receipt is considered to be the official filing date.

After revisions are made and have been approved by the advisory committee, the thesis should be electronically filed with ProQuestUMI at <http://www.etdadmin.com/untfwbiosc>. All theses and dissertations must be filed electronically for publication. The entire document must be saved as one file. If there is proprietary information that you do not want released on the Internet, you must notify the Graduate School of Biomedical Sciences in writing to withhold electronic

filing until patent or copyright has been approved. Notification of such approval must be submitted in writing to the Graduate School of Biomedical Sciences by the author.

Electronic Filing through ProQuest UMI

The UMI ETD Administrator is a system for managing the electronic submission of dissertations and theses that UNT Health Science Center plans to publish with UMI Dissertation Publishing. It simplifies the submission process for students by moving all submission steps online and eliminating the need to box and ship paper copies of each dissertation or thesis.

Through a simple step-by-step process, each student can upload his or her graduate work and all relevant information. The administrator for UNTHSC is alerted when each student submission is complete, and has an opportunity to review each submission before sending it on to ProQuest.

The seven-step process includes the publishing agreement, author information, submission details, uploading the word document or pdf, uploading media, copyright filing, and ordering of copies. Uploading media, copyright filing, and ordering copies are all optional steps in the process. Through the ETD Administrator, students can pay their publishing fees, copyright registration fees (optional), and purchase print copies of their graduate works (optional) using a credit card.

ETD Filing Form Guide

As part of your graduation requirements you must complete, choose an access option, and sign the Electronic Thesis and Dissertation (ETD) Filing Form. Afterwards, the form will be kept on file at the UNTHSC Library as to your option preferences. This guide will explain the options available to you and why you might want to choose one over another.

There are three options:

1. Release the entire work immediately for access worldwide.
If you are **not** planning to publish your thesis or dissertation in a journal, then option 1 would be a great choice.
2. Release the entire work for University of North Texas Health Science Center at Fort Worth access only for 1 year. After this time release the work for access worldwide.
If you are planning to publish in a journal, then you need to carefully review that particular publisher's policy regarding deposit into the institutional repository. After reviewing the publisher's policy you may decide to choose options 2 or 3.
3. Delay the release of the entire work for 1 year. After this time release the work for access worldwide.
If you are planning to publish in a journal, then you need to carefully review that particular publisher's policy regarding deposit into the institutional repository. After reviewing the publisher's policy, you may decide to choose options 2 or 3.
Option 3 does require permission in writing from the Dean of your school to withhold your work from the institutional repository for 1 year.

Some publishers consider deposit of your work to an institutional repository to be a hybrid model of publishing; meaning that you are not officially publishing but are doing a type of publishing to fulfill your graduation requirements. Some publishers allow deposit to an institutional repository, while some publishers do not. The number of publishers that allow deposit to an institutional repository is growing, however, there is a faction of publishers who believe that making the work available either in an institutional repository, or an author's personal website violates the "right of first publish" that the publisher uses to make money from

the work. This is why it's important to review your contract with the publisher, or policy of the publisher you are considering for submission.

In the past, it has been traditional business practice to ask the author to sign all copyrights to the publisher. Please be advised that when signing a contract with a publisher to publish your work it is no longer necessary to sign all of your copyrights to the publisher. Presently, more authors are controlling their copyright or signing non-exclusive contracts with publishers so that the author can maintain the right to present the work at a conference, make derivative works, teach the work or hand it out to students, and to post it on an author's personal website or institutional repository. For more information on how to retain copyrights for those purposes, please see [http:// w.arl.org/sparc/author/index.shtml](http://w.arl.org/sparc/author/index.shtml) or contact a UNTHSC Librarian at AskALibrarian@hsc.unt.edu.

Graduation Fees will be assessed by UNTHSC when you file for graduation. These fees include a filing fee (\$20), archiving fee (\$75), and graduation fee (\$100).

Fees for publishing of the thesis and all optional services will be collected by ProQuest when submitting the thesis electronically.

Securing Copyright

ProQuest can file your work with the U.S. government copyright office. Copyright is given or assumed automatically every time a work is created. However, in order to legally sue a person or party for stealing your idea or work it must be registered with the U.S. Copyright

Office. This type of copyright is generally seen as very restrictive, as anyone who wishes to use, print, or teach a U.S. copyrighted work must first obtain permission from the creator.

A new and popular way to copyright work is provided by Creative Commons at <http://creativecommons.org>. This type of copyright allows people to print, use or teach a work without seeking permission, as long as credit is given to the author. Creative Commons does provide the logos you can incorporate into your work to show that it is copyrighted through creative commons. However, if you deem your idea to be first in the field, you may want to choose the U.S. government registration to give yourself future legal recourse. The cost ProQuest charges to register your work with the government is \$65. You can also choose to register your work with the U.S. Copyright Office for free on your own, or you can register your work with Creative Commons for free as well.

Traditional Publishing

This service will index your thesis or dissertation and make the name and title available to the world. However, anyone who wishes to read the full-text must pay ProQuest a fee, from which the author will receive a small royalty from. As of September 2008, the traditional access submission fee for Master Theses is \$55 and for Doctoral Dissertations the traditional access submission fee is \$65.

Open Access Publishing

Over the past several years there has been a movement in the scholarly community called Open Access. The principles of this movement are that anyone should be able to read the full-text of an article immediately for free, as long as the author is given appropriate credit. Because

publishers see this movement as a potential loss of revenue, they charge the author a little more to provide open access indefinitely. As of September 2008, the open access submission fee for Master Theses is \$150 and the open access submission fee for Doctoral Dissertations is \$160.

It is your decision which type of publishing service you would like to choose. Beginning Fall of 2008, UNTHSC Library will make your thesis or dissertation available to the world, or, Open Access as long as you have signed and submitted your ETD filing form to make the work available.

Bound Copies

You may choose to purchase bound copies of the thesis or dissertation for yourself, family or friends. The cost through ProQuest is \$18 per bound copy.

In the past, students have been required to provide bound copies for their major professor and department. Students are **no longer required** to purchase bound copies because the full-text of the work will be available to download from the Library's Scholarly Repository.

Questions?

If you have any questions about ProQuest services and their various options, please feel free to contact a UNTHSC Librarian at AskALibrarian@.hsc.unt.edu.

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APPENDIX

Sample Abstract. Do not number pages or entitle this page *Abstract*.

Doe, John H., The Effects of Seeingwell on Intraocular Pressure in Experimental Glaucoma. Doctor of Philosophy (Biomedical Sciences), May, 1994, 180 pp., 5 tables, 30 illustrations, bibliography, 135 titles.

The abstract is double spaced, including the heading, which begins two (2) inches down from the top of the page. Note that the abstract title is underlined and that it contains an italicized title, which is not underlined (in order to indicate italics). If an abstract title contains scientific terminology requiring italics, such terminology should be treated in the same manner as the title shown here. Do not use italic print in the abstract title.

Right and left margins are the same as for the body of the thesis. Note that the author's name and thesis title must be identical on signature page, title page, and abstract heading. The date of graduation is the same as that shown on the title page. The number of title is the number of items in the bibliography or reference list. Word limits are 150 for master's and 350 for doctoral theses. Count numbers as words, hyphenated words as two words. Acronyms, abbreviations, and initials count as words. Do not number pages or paragraphs in the abstract. Do not use footnotes or references. Abstracts are not required for problems-in-lieu of theses.

Sample Signature Page.
Form is the same for dissertations,
theses, and internship practicum reports
Follow this model as closely as possible.

Title is centered 2
inches from the top,

THE EFFECTS OF SEEINGWELL

double spaced, all caps,
in inverted pyramid if
more than one line is
needed. Title must
exactly match title fly.

**ON INTRAOCULAR PRESSURE
IN EXPERIMENTAL GLAUCOMA**

John H. Doe, B.S., M.S.

Signature lines should
be solid. The word

APPROVED:

APPROVED and the
signature lines should
be blocked right as

shown here so that the
graduate dean's line is

Major Professor

between 1 and 1½ inches
from the bottom of the

page. Omit the minor
professor's line if no

Minor Professor

minor professor has been
appointed. Doctoral

candidates must include
a line for the

Committee Member

University Member. Do
not type in the names of

Committee Member

the committee members.

Committee Member

University Member

Chair, Department of XXXXXXXX

Dean, Graduate School of Biomedical Sciences

No page number on this page

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**THE EFFECTS OF SEEINGWELL
ON INTRAOCULAR PRESSURE
IN EXPERIMENTAL GLAUCOMA**

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DISSERTATION

Adjust spacing between items such that the upper margin is 2 inches and lower margin is 1 inch. Space items symmetrically on the page.

**Presented to the Graduate Council of the
Graduate School of Biomedical Sciences
University of North Texas
Health Science Center at Fort Worth
in Partial Fulfillment of the Requirements**

Insert correct degree.

For the Degree of

DOCTOR OF PHILOSOPHY

By

Author's name and degrees held. The place is always Fort Worth, Texas. Date is that of graduation month (June, August or December) and year. No page number on this page. Sample Title Page Form is the same for dissertations, theses, and problem in lieu of thesis. Follow this model as closely as possible.

**John H. Doe, B.S., M.S.
Fort Worth, Texas
December 2007**

Sample TABLE OF CONTENTS. Adapt this form for LIST OF TABLES and LIST OF ILLUSTRATIONS. For more detailed models, see Turabian.

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CHAPTER I

INTRODUCTION TO THE STUDY

The chapter number is two inches from the top of the page. There is a triple space between the chapter number and the chapter title. Another triple space comes between the chapter title and the first line of text. The major headings (all caps) are the only headings that appear in all capitals in the text.

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Sample Appendix cover sheet.

APPENDIX A
PHOTOMICROGRAPHS

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