

THOMAS G. CARPENTER LIBRARY UNIVERSITY OF NORTH FLORIDA

THESIS DEPOSIT POLICY AND GUIDE TO

THESIS PREPARATION

Approved by the UNF Graduate Council September 1987

(Revised April 2012)



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PREFACE

The requirements for thesis/dissertation format guidelines serve four purposes:

1. To provide archived and preserved copies for the library and university.
2. To provide the library with enough information to correctly catalog the thesis/dissertation for retrieval by library patrons.
3. To provide the library patron with a legible copy.
4. To provide print copy formatting recommendations when necessary or for when the student chooses to embargo his or her work.

To achieve these purposes, the library requires the student to submit an electronic copy of the thesis/dissertation by following the procedures outlined in this document.

These procedures were formulated after a comparison of the thesis/dissertation guidelines of sister institutions in the State University System of Florida and several large private universities. The UNF policies synthesize generally accepted archival deposit procedures found in universities in the United States, and strive to guarantee the preservation of the final results of a student's graduate research. These rules affect only the final document submitted to the library through The Graduate School Office. Students must still be guided by their faculty thesis advisors for the preparation and final approval of the thesis/dissertation. Students should consult their own colleges and The UNF Graduate School for additional thesis/dissertation preparation guidelines.

This policy was initially approved by the University of North Florida Graduate Council in September 1987.

Originally prepared in 1987 by
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Edited in 2012 by
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Thomas G. Carpenter Library

UNIVERSITY OF NORTH FLORIDA**THESIS DEPOSIT POLICY AND GUIDE TO THESIS PREPARATION****DEPOSIT REQUIREMENTS**

- A. The University requires that an approved copy of all graduate dissertations, theses, or doctoral projects, which satisfy UNF degree requirements, be permanently and electronically deposited in the Thomas G. Carpenter Library. The copy deposited must include all supplementary materials produced at the University. This copy will be preserved in the UNF Digital Commons, serving both archival and circulatory purposes. This copy shall bear the Certificate of Approval signatures of the thesis, dissertation, or project committee; as well as the Dean of The Graduate School and the Dean of the awarding college.
1. Excepted from this policy are works produced as part of cooperative degree programs for which another institution is the designated depository. In such cases an author or department may elect to donate a copy of the work to the UNF library.
 2. Specifically excluded from this policy are works produced as part of the requirements of particular courses but not uniformly required for the successful completion of the requirements for a degree.
- B. Each title submitted for deposit must be accompanied by the library's License Agreement form. *No thesis, dissertation, or project will be accepted that does not meet the standards of preparation provided by The Graduate School/College/Department and that does not carry the signed Certificate of Approval page.*
- C. Each electronically submitted copy must be appropriately formatted and saved as a PDF.
- D. *All paper copies are bound at the student's expense.* If the student's department/committee chair requires a print copy of the project, or the student wants print copies of his or her project, binding arrangements and fees are the sole responsibility of the student. Neither the UNF Library nor the UNF Graduate School will accept or are responsible for print copies unless the student wishes to embargo his or her thesis or dissertation. In that case, one printed and properly formatted copy will be deposited to the Library by the student.
- E. The student shall electronically submit the completed thesis/dissertation to the UNF Graduate School Office along with hard copies of the license agreement and signed Certificate of Approval page by the posted deadline. If approved and signed by the Dean of The Graduate School, the Certificate of Approval and License Agreement will be scanned and added to the PDF copy of the thesis/dissertation. The Graduate School will then deliver the project to the Digital Services Department of the Library.
- F. The academic department supervising the submission of a graduate dissertation, thesis, paper, or project is solely responsible for the dissemination and enforcement of this policy, including responsibility for

1. Conformance to library-required electronic format
2. Responsibility for enforcing timely transmittal of the document
3. The integrity of the document. Each academic department is responsible for reviewing the document to ensure that the student has complied with this Library style manual, has complied with the specific major's industry standard style (APA, MLA, etc.), and has produced a grammatically correct and uniform document of the highest standards. Neither the library nor The Graduate School will review style manual conformity or the student's writing ability.

ARRANGEMENT OF CONTENTS

I. Preliminaries

- A. Blank page (Only required for print versions)
- B. Title page (required)
- C. Copyright Notice (optional)
- D. Certificate of Approval (one original with archival copy)
- E. Dedication and/or Acknowledgments (optional)
- F. Table of Contents (required)
- G. List of Tables and/or Figures (if applicable)
- I. Abstract (required, not to exceed 300 words)

II. Body of Text

III. Reference Materials

- A. Appendices (if any)
- B. Citation of Sources

C. Bibliography

IV. Vita (required) (no more than 250 words) Brief biographical information about the author, including educational and employment history, and bibliography of publications, if any.

V. Blank Page (Only required for print versions)

PAGINATION SEQUENCE

Title page:	counted as Roman numeral, but not numbered
Copyright notice (if any):	counted as Roman numeral, but not numbered
Certificate of Approval (required):	counted as Roman numeral, but not numbered
Acknowledgements (if any):	numbered in small Roman numerals
Table of Contents:	numbered in small Roman numerals
List of Tables/Figures (if any):	numbered in small Roman numerals
Abstract:	numbered in small Roman numerals
Text:	numbered in Arabic numerals; count, but omit number from page one
Appendix (if any):	numbered in Arabic numerals
References/Bibliography:	numbered in Arabic numerals
Vita:	numbered in Arabic numerals

LIBRARY REQUIREMENTS FOR DOCUMENT PREPARATION AND FORMAT

I. STYLE MANUALS

The following guidelines cover the Library's minimum specifications for the visual format of theses and dissertations. Students should also follow the style manuals specified by their departments or colleges and in accordance to accepted industry standards, which may have additional thesis/dissertation requirements.

Though theses/dissertations must be submitted electronically, this guide still includes print copy format instructions which constitute industry standards for students who must publish or who hope to publish hard copy versions.

II. TYPING AND TYPE FONTS

- A. Type color: Black only, uniform darkness throughout document.
- B. Use 10- or 12-point type size: no script, italic, caps or boldface used for the entire text, except for formulas in scientific texts.
- C. Consistency: Use same standard typeface throughout main text. Tables may have different typefaces, all must be legible.
- D. Page numbers may not be placed in the upper left or lower left margins.
- E. Running titles must be within the margin guidelines.

III. SPACING

- A. Text: Double spaced throughout, except as noted in B below.
- B. Footnotes, bibliography, tables, and long quotations should be single space.

IV. MARGINS

- A. Top, bottom, right, and left: 1", except for chapter headings which should have a 2" top margin.
- B. All reductions, illustrations, graphs, charts, etc., must fit within margin guidelines.
- C. Right justification is acceptable, as long as it does not create extra spaces between words, letters, or punctuation.

V. COPYRIGHT PERMISSION STATEMENTS FOR COPYRIGHTED MATERIALS

Permission Statements

Students must be aware of the existence of copyright laws and are *personally* responsible for full compliance with the laws governing copyright. They must obtain copyright permission statements for any materials they intend to quote at length or reproduce in their manuscripts beyond the limits of fair use, including music, poems, short stories, tests, magazine or newspaper articles, photographs, and computer software.

- A. If in doubt as to "fair use," consult *The Copyright Handbook*, by Stephen Fishman, or *Copyright Permission and Libel Handbook* by Lloyd Jassin and Steven Schechter, copies of which are in the Thomas G. Carpenter Library. Attached to these instructions is a form which a student may adapt to request permission from copyright owners.
- B. If permission from the copyright holder is necessary to reproduce materials which a student wishes to include in the thesis/dissertation, the student should be very specific in the request, including the author/editor of the material, title, edition, publisher, date of publication, exact material to be used (inclusive of page numbers, etc.), number of copies, how the material will be distributed, statement as to whether the material will be sold, type of reprint, and how the material will be used.
- C. The library will not accept any documents which fail to comply with copyright law.

Footnotes

Students must follow standard academic requirements regarding the footnoting of research material, according to the style manual approved by their department.

VI. TITLE PAGE OF THE THESIS/DISSERTATION

- A. The title page must conform to standard format, including the exact title of the thesis/dissertation, the student's full legal name, the year of graduation, the correct name of the degree received, and the correct name of the college awarding the degree. DO NOT include Certificate of Approval signatures on the title page. A sample title page is included in this guide.
- B. Center the text of the title on the page.
- C. The Title Page is not numbered.
- D. The Title Page should never include any graphics or pictures of any sort.

VII. COPYRIGHT STATEMENT

- A. A student wishing to apply for copyright should consult *Copyright Basics* (Circular 1 of the Copyright Office), which is available in the Government Documents Department of the Library.
- B. Although the copyright notice is not required on unpublished works, the student may wish to affix the notice Unpublished Work c1989 John Doe to the bottom of the title page. (Circular 1, p.6)

VIII. ELECTRONIC FORMATTING FOR SUBMISSION

- A. The electronic version of the thesis submitted to the library should be a finalized copy in PDF format. Typically, this can be done by selecting "save as PDF" in Word.

- B. Video and audio files, software programs, and other non-print formats must be included in digital format and conform to prevailing industry standards. Images (maps, photos, etc.) should be saved as a TIFF or JPEG2000. Audio files are to be MP3 and video files are to be MP4.

SPECIAL INSTRUCTIONS FOR PRINT COPIES

Students may choose to have one or more print copies of their work, either because they prefer to embargo their projects or because they want copies for themselves or their departments. The below instructions are the best practices recommended by the library for long term viability of the printed copies.

I. PAPER QUALITY FOR PRINT COPIES

- A. Weight--20 pound weight, 100% rag paper, thesis quality, acid-free. Locally available brands include Southworth Parchment Deed and Eaton's. To ascertain thesis quality paper, hold a sheet up to the light--correct paper stock will have a watermark.
- B. Color--white only; no off-white, ecru, antique white, pale yellow
- C. Unacceptable paper--erasable, coarse, carbon, textured. Do not use graph or tracing paper in the publishable copy.
- D. Laser printer paper is acceptable as long as it is acid-free and of thesis quality.
- E. Size--8 1/2" x 11"; oversize materials, such as computer printouts, should be reduced; all reductions must fit within margin guidelines.
- F. The entire body of the thesis, all official copies, and all materials in the thesis, including illustrations, photographs, maps, graphs, charts, etc., must be produced on thesis stock paper as noted above.
- G. Left Margin should be set to 1.5" to account for binding space.
- H. Text can be on only one side of the paper.
- I. Laser printers are acceptable for production of a print copy. The student must follow consistency with the typeface, as in II.C under Document Preparation and Format, and must avoid italics, Gothic, or nonstandard typefaces for the text of the manuscript. All letters must be clear, well-formed, and uniformly dark. The laser printer must also be able to use thesis paper or laser paper, as required in II. A, B, E above.

II. PRINT COPY CORRECTIONS

- A. Acceptable--clean erasures and self-correcting typewriters.
- B. Unacceptable--correction fluid, cover-up correction tape.
- C. Strikeovers are not acceptable.
- D. Corrections must be made on original manuscript before photocopying--corrections on publishable copies are not acceptable.
- E. The manuscript must be neat in appearance and without error. It is the responsibility of the author to proof the manuscript and make sure it does not have typographical or content errors.

III. PRINT COPY DUPLICATION

- A. All photocopies must be on paper as specified in section II above. "Wet" copies and carbons are not acceptable.
- B. Copies with gray backgrounds, smudges, stray marks, and other irregularities are not acceptable.

IV. SPECIAL MATERIALS INSTRUCTIONS—SLIDES, PHOTOGRAPHS, ETC.

- A. When possible, high quality black and white photographs are preferred.
- B. Mounting of photographs and other graphic materials must be done with either a dry-mount tissue process or with a cold-mount adhesive. Rubber cement, aerosol spray glues, gummed or cellophane tape and paste may not be used because they deteriorate rapidly and are attractive food for bugs. Spray adhesives and dry-mount cements may not be used because they produce chemical spotting or pull away from the mounting sheet. Staples may not be used because they rust and damage surrounding paper.
- C. Slides are to be placed in standard clear holder pages.

SAMPLE THESIS TITLE PAGE

DISCRETE STRUCTURES IN MACHINE-READABLE BIBLIOGRAPHIC AUTHORITY FILES: AN EFFICIENCY

MODEL

by

Jefferson Mumford Boorstin

A thesis submitted to the Department of Language and Literature

in partial fulfillment of the requirements for the degree of

Master of Arts in English

UNIVERSITY OF NORTH FLORIDA

COLLEGE OF ARTS AND SCIENCES

May, 1965

Unpublished work c Jefferson Mumford Boorstin

Sample Certificate of Approval

The thesis of John Sam Doe is approved:

(Date)

Dr. John Walker

Dr. Elizabeth Help

Dr. William Payne

Accepted for the Biology Department:

Dr. Pamela Strong
Chair

Accepted for the College of Arts and Sciences:

Dr. Always Right
Dean

Accepted for the University:

Dr. Len Roberson
Dean of The Graduate School

SAMPLE

SAMPLE REQUEST TO REPRINT/REPRODUCE MATERIAL COVERED BY COPYRIGHT

Address of copyright holder/publisher

Dear Sir/Madam:

This is a request to reproduce the following material in my thesis/dissertation (subject/title of thesis) to be submitted to the University of North Florida, Jacksonville, Florida:

Description of material:

Author:

Title:

Edition:

Publisher:

Date of publication:

Material to be reproduced: (give specific pages, chapters, illustrations, etc.)

Number of copies:

Use: Inclusion in thesis

Distribution: (to whom will you give copies)

- Permission is granted as requested
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RESPONSE OF COPYRIGHT OWNER:

Signature of Copyright Holder

Enclosed is a stamped, self-addressed envelope for your convenience.

Yours truly,

Philomena Thesis

Thesis/Dissertation Availability Agreement

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The Author agrees that UNF may keep more than one copy of this submission for purposes of security, backup and preservation.

The Author represents that the submission covered by this license is his/her original work and that he/she has the right to grant this license to UNF. The Author further represents that the submission does not, to the best of his/her knowledge, infringe upon any third-party's copyright. If the submission contains material for which the Author does not hold copyright, the Author represents that he/she has obtained the unrestricted permission of the copyright holder to grant this license to UNF, and that such third-party material is clearly identified and acknowledged within the text or content of the submission. In the event of a subsequent dispute over the copyrights to material contained in this submission, the Author agrees to indemnify and hold harmless UNF and its employees or agents for any uses of the material authorized by this license.

If this submission is based upon work that has been sponsored or supported by any agency or organization other than UNF, the Author represents that he/she has fulfilled any right of review or other obligation required by contract or agreement with the supporting entity.

Author specifically acknowledges that this submission may constitute an educational record under the Family Educational Rights and Privacy Act of 1974, as amended from time to time, and any corresponding state laws, rules or regulations. Author expressly consents to the use and disclosure of this submission as contemplated under this Agreement.

UNF will make the submission available to the public using a Creative Commons Attribution / Non-commercial / No derivative works license accompanied by a copyright statement indicating the Author's continuing rights. UNF will take all reasonable steps to ensure that the Author's name remains clearly associated with the submission and that no alterations of the content are made.

This agreement (i) contains the full and complete understanding between the parties hereto with respect to the subject matter hereof, (ii) supersedes all prior agreements and understandings whether written or oral pertaining thereto and (iii) cannot be modified or amended except by a written instrument signed by each party hereto. The University of North Florida is a constituent member of the Florida state university system existing pursuant to Section 7, Article IX of the Constitution of the State of Florida and is administered by The University of North Florida Board of Trustees, a public body corporate, pursuant to said Section and Section 1001.72, Florida Statutes. Nothing contained in this Agreement shall be construed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (2) the consent of the State of Florida or its agencies and public bodies corporate to be sued; or (3) a waiver of sovereign immunity of the State of Florida beyond the waiver provided in Section 768.28, Florida Statutes. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida applicable to contracts entered into and to be fully performed therein, excluding the Uniform Computer Information Transactions Act (as it may be adopted and amended from time to time), without reference to conflict of laws principles. In the event any suit, action or proceeding is brought by either party with respect to this Agreement, such action, suit or proceeding shall be brought in a Florida state court located in Duval County, Florida or in the United

States District Court for the Middle District of Florida, Jacksonville Division, as the party bringing the suit, action or proceeding may elect and both parties hereby accept and submit to the exclusive jurisdiction of such courts for the purpose of any such action, suit or proceeding. In addition, both parties hereby irrevocably waive, to the fullest extent permitted by law, any objection that they may now or hereafter have to the laying of venue of any suit, action or proceeding arising out of this Agreement or any judgment entered by any court in respect of any part thereof brought in the State of Florida and hereby irrevocably waive any claim that any suit, action or proceedings brought in Duval County, Florida, has been brought in an inconvenient forum. Neither party shall assign any of their rights or obligations hereunder without the prior written consent of the other, and any purported assignment without such prior written consent shall be null and void and of no force or effect. Any provisions of this Agreement found by a court of competent jurisdiction to be void or unenforceable shall not affect the validity or enforceability of any other provisions hereof. All of each party's remedies hereunder at law, in equity or otherwise shall be cumulative and the exercise of any one or more remedies shall not in any way whatsoever waive any of such party's other rights or remedies under this Agreement at law, in equity or otherwise. In the event a party to this Agreement institutes litigation to enforce this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and disbursements and court costs incurred in connection with such litigation, whether incurred in preparation for or at trial, on appeal or otherwise. AUTHOR HEREBY CERTIFIES THAT HE/SHE IS EIGHTEEN (18) YEARS OF AGE OR OLDER.

Please select one of the following thesis/dissertation availability options

- No restriction on availability
- 1-year embargo

I agree to the terms of this Thesis/Dissertation Availability Agreement:

AUTHOR:

Signature: _____

Print Name: _____

Date: _____

Accepted for and on behalf of the University of North Florida Board of Trustees:

By: _____
Len Roberson, Ph.D.; CI, CT, SC:L
Dean, The Graduate School