



FORMAT POLICY AND  
STYLE MANUAL

The Office of Graduate Studies

at

The University of Wisconsin Oshkosh  
Dempsey Hall 337--800 Algoma Blvd  
Oshkosh, Wisconsin 54901-8621

Effective March 31, 2011

The Format Policy and Style Manual is subject to change. Please check the below address for the most current copy:

<http://www.uwosh.edu/gradstudies/current-students/current-students>

## TABLE OF CONTENTS

	Page
GENERAL INFORMATION FOR THESES, CLINICAL PAPERS, AND FIELD PROJECT.....	4
Introduction.....	4
Resources for Preparing Thesis, Clinical Papers, and Field Projects .....	6
The UW Oshkosh Writing Center .....	6
The UW Oshkosh Presentation Lab and Instructional Resources Center.....	7
The UW Oshkosh Computer Labs.....	7
Requirements for All Theses, Clinical Papers, and Field Projects .....	7
Submission of Research Approval Form.....	7
Format Approval.....	8
Completion of Thesis/Clinical Paper/Field Project Credits.....	9
PRODUCING THE THESIS, CLINICAL PAPER, OR FIELD PROJECT .....	13
Typists .....	13
Paper Quality .....	13
Print Quality .....	14
Character Size.....	14
Font Type and Size.....	14
Italics and Underlining.....	14
Color .....	15
Photographs .....	15
ORGANIZATION OF THE THESIS/CLINICAL PAPER/FIELD PROJECT .....	16
Preliminary Pages .....	16
Sample Abstract.....	18
Title Page .....	19
Official Degree Titles .....	19
Sample of Thesis Title Page .....	21
Sample of Clinical Paper Title Page.....	22
Sample of Field Project Title Page .....	23
Dedication—Description and Sample Format.....	24
Acknowledgments—Description and Sample Format .....	25
Table of Contents.....	26
Sample Table of Contents.....	27
List of Tables/List of Figures.....	28
Sample List of Tables .....	28
Sample List of Figures.....	29

## TABLE OF CONTENTS (Continued)

	Page
Text .....	29
Formatting Tables and Figures .....	29
Pagination .....	30
Justification .....	30
Line Spacing .....	30
Margins .....	30
Seriation .....	31
Reference Citations .....	31
Landscape Printing .....	31
Chapter Title .....	32
Levels of Heading .....	32
Back (End Matter) .....	33
Appendix/Appendices .....	33
 APPENDIXES	
APPENDIX A: Request for Extension of Research Completion .....	35
APPENDIX B: Copyright/Digitized Copy Upload Agreement .....	38
 REFERENCES/BIBLIOGRAPHY .....	 39

## **General Information for Theses, Clinical Papers, and Field Projects**

### **Introduction**

The requirements described in this *Format Policy and Style Manual* have been established for (a), the preparation of theses, clinical papers, and field projects submitted by graduate students as partial fulfillment for Masters' Degrees at the University of Wisconsin Oshkosh; and (b) the presentation of theses, clinical papers, and field projects in forms suitable for library cataloging as part of the circulating collection of Polk Library.

The thesis/clinical paper/field project is a product of original thinking and research, designed to appear in a form comparable to a published work, and shared with the academic community and made available to the public. The requirements contained in this Manual are effective beginning March 31, 2011, and are based on the sixth edition of the *Publication Manual of the American Psychological Association*. The student is encouraged to purchase a copy of the APA Manual, as it contains detailed formatting information and instructions.

When differences arise between the Office of Graduate Studies' requirements and individual academic disciplines styles, the Office of Graduate Studies' requirements take precedence. Students in the MA-English and MS-Biology programs may use the journal styles of their respective academic disciplines for their chapters, appendixes, and references/bibliography provided the Office of Graduate Studies format editor has

reasonable access or preparation with a non-standard (not Office of Graduate Studies approved) style. However, the preliminary pages (please see page 15) should conform to the Office of Graduate Studies format style.

A student's first responsibility in formatting a thesis/clinical paper/field project is to meet UW Oshkosh requirements. While the Office of Graduate Studies will allow latitude in requirements when a discipline-specific format style is needed for future publication of the research, fulfilling formatting and publishing criteria for the University is a student's primary obligation.

This *Manual* replaces all previously published University of Wisconsin Oshkosh Graduate *Format Policy and Style Manuals*. Because of changes in standards and/or requirements, the student should not use library or departmental copies of previously bound UW Oshkosh theses/clinical papers/field projects as examples of current format style.

The student is responsible for reading and following the requirements presented in this *Manual* and for submitting documents of highest quality. The final signed paper copy of a thesis/clinical paper/field project will not be accepted with corrections, insufficient margins, or if the copies are of such poor quality that digitized, and/or reproduced copies cannot be made.

The Office of Graduate Studies' requirements cover the general rules of *format* and *appearance*. The student should consult his/her thesis committee chair, clinical paper advisor, or field project advisor for specific *content* requirements.

## **Resources for Preparing Thesis, Clinical Papers and Field Projects**

### **The UW Oshkosh Writing Center.**

The Writing Center offers UW Oshkosh students at all skill levels free tutorial and consultation services. The Writing Center helps students with various types of writing, from course papers to résumés, from graduate school application statements to theses, clinical papers, or field projects. Students should make an appointment in advance by calling 920-424-1152 or e-mailing [wcenter@uwosh.edu](mailto:wcenter@uwosh.edu). There is also an online appointment form available on the web site:

<http://www.english.uwosh.edu/wcenter/>.

The Writing Center aims to help students better understand their own writing processes, to become more independent writers and learners, and to effectively conceptualize and construct their written work. The Writing Center works toward these goals by assisting writers at any stage in the writing process. During tutorials, tutors help students understand and interpret their writing projects or assignments, generate ideas for their papers, organize their ideas effectively, express their ideas clearly, understand style, interpret primary and secondary materials, and identify and correct errors.

The Writing Center also recommends that faculty and students seeking information on a variety of writing-related topics consult the following Writing Center websites.

1. Polk Library Citing Sources Page:  
<http://www.uwosh.edu/library/citing.html>
2. Purdue University OWL (online writing lab):

<http://owl.english.purdue.edu/>

### **The UW Oshkosh Presentation Lab and Instructional Resources Center.**

The Presentations Lab and Instructional Resources Center (IRC) serves the students and staff of the University of Wisconsin Oshkosh. The Presentations Lab is a multimedia lab for students featuring many tools not available in any of the general access computer labs, such as CD and DVD authoring and duplication, paper, slide, negative scanning, video editing, and color printing. The Presentations Lab provides support for students seeking help with multimedia and presentations technologies.

### **The UW Oshkosh Computer Labs.**

Information on the UW Oshkosh Computer Labs is available at the following web site: <http://www.acs.uwosh.edu/campus-computer-labs>. The Radford, Clow, and Halsey Computer Labs include flatbed document scanners for use in creating Portable File Document (PDF) files (please see “Completion of Thesis/Clinical Paper/Field Project Credits,” page 9).

## **Requirements for All Theses, Clinical Papers, and Field Projects**

### **Submission of research approval form.**

A Research Proposal must be approved by the student’s advisor and committee and submitted to the Office of Graduate Studies by the middle of the academic term preceding the intended term of graduation (e.g., if the student intends a fall graduation, the Research Proposal must be submitted by the middle of the preceding summer academic term). The Research Proposal form is available from the Office of Graduate

Studies and on its web site, <http://www.uwosh.edu/gradstudies/>, under “Forms and Publications.”

If the research protocol includes data collection with people and/or care and use of animals, the student must initiate the appropriate application forms and complete the review process(es) in a timely manner so as not to delay his/her proposed activity. For a research project involving data collection with people, contact the Office of Grants and Faculty Development, 920/424-3215, for application forms. The forms are also available at [http://www.uwosh.edu/grants/research\\_responsibility/human\\_subjects.php](http://www.uwosh.edu/grants/research_responsibility/human_subjects.php).

For information about animal welfare and the Animal Care and Use Committee, please contact the Office of Grants and Faculty Development for the name of the current chair. The student should retain all research data for a minimum of 3-5 years and may want to check with his/her graduate program coordinator for any specific “holding” periods related to their academic discipline.

**Format approval.**

The student must provide a *complete* draft of the thesis/clinical paper/field project to the Office of Graduate Studies for format approval. The draft copy may be printed, or photocopied on standard white 8.5 by 11 inch 20-lb bond paper, or submitted as an electronic file (electronic files are preferred). The student should also submit one sheet of the paper proposed for the final copies (see “Paper Quality,” p. 12). The deadline for submission of the complete draft is as follows.

1. Three weeks prior to the last day of the 14-week fall term for fall graduation, unless a “Request for Extension of Research Completion” is approved. (The form is appended to this manual.)
2. Three weeks prior to the last day of the 14-week spring term for spring graduation unless a “Request for Extension of Research Completion” is approved.
3. Three weeks prior to the last day of the second 4-weeks of the summer term for summer graduation, unless a “Request for Extension of Research Completion” is approved.

The format approval is verification that the thesis/clinical paper/field project meets the University of Wisconsin Oshkosh requirements for style and form. Please contact the Office of Graduate Studies for advice on unusual problems.

**Completion of thesis/clinical paper/field project credits.**

The student’s thesis committee, clinical paper advisor, or field project committee approves the content of the paper by signing and dating the title page. The Office of Graduate Studies requires one unbound paper copy of the signed thesis/clinical paper/field project printed on paper approved for final copies, and one electronic copy in Portable Document Format (PDF). The paper copy of the manuscript must have original signatures on the title page. Additional copies that the student has bound may have a high quality photocopy of the title page, but the photocopy copy must be on the same quality paper as the rest of the manuscript. However, the Office of Graduate Studies

recommends that all manuscript copies intended for binding have original signatures on all copies of the title page.

The student is responsible for submitting the two required signed copies (one paper, one digitized) to the Office of Graduate Studies and for paying the costs of binding and handling/postage for the paper copies being bound. The PDF file should be one “continuous” file, e.g., not separate files for each section of the manuscript. The PDF file should be emailed to the Office of Graduate Studies staff member responsible for format review at the same time the paper copies are submitted. The student presents one check made payable to the University of Wisconsin Oshkosh for the total costs. Submission of the two required signed copies (one paper and one digitized) and the check constitutes completion of the thesis/clinical paper/field project credits.

The Office of Graduate Studies staff member responsible for format approval can advise the student of current binding and handling/postage costs. The student may also have additional paper copies bound for personal or departmental use. The student should consult with his/her graduate program to determine if the graduate program requests or requires a copy, and whether it is to be bound paper or digitized, or both.

After the bound paper copies are returned from the bindery, the Office of Graduate Studies will send the required bound paper copy and the electronic copy to the University’s Polk Library. Any additional bound paper copies for on-campus addresses can also be distributed by the Office of Graduate Studies. Any additional copies for the student’s personal use will be sent to a single address provided by the student.

The two required copies (one bound paper and one digitized) become part of the permanent collection of Polk Library. The bound paper copy will be archived as evidence of the student's thesis/clinical paper/field project coursework. The digitized copy will be added to Polk Library's circulating collection and will also be included in MINDS@UW, a University of Wisconsin System web site designed to gather, distribute, and preserve digital materials related to the University of Wisconsin's research and instructional mission. The University of Wisconsin Oshkosh participates in both national and international interlibrary loan systems. Therefore, the Abstract, Table of Contents, and in some cases, the entire document may be photocopied and quoted in research elsewhere.

The student retains the copyright for his/her manuscript and is asked to sign a Copyright/Digitized Copy Upload Agreement (please see Appendix B, page 34). By signing the Agreement, the student grants the University of Wisconsin Oshkosh the right to (a) duplicate and distribute the student's work at cost, with no profit due to the University or royalty due to the student (author); and (b) to upload the digitized copy to MINDS@UW. This agreement is not included as part of the manuscript but is filed in the student's academic file in the Office of Graduate Studies.

The final signed paper copy and the digitized copy of the thesis/clinical paper/field project, and checks for handling/postage are due in the Office of Graduate Studies as follows:

2. The last day of the 14-week fall term for fall graduation, unless a “Request for Extension of Research Completion” is approved. (The form is appended to this manual.).
3. The last day of the 14-week spring term for spring graduation, unless a “Request for Extension of Research Completion” is approved.
4. The last day of the summer term for summer graduation. No extension is possible for the summer term.

Students unable to meet these deadlines will be considered for graduation in the next academic term, assuming they are not at the end of their “time to degree” completion.

## **Producing the Thesis, Clinical Paper, or Field Project**

### **Typists**

The student may prepare the manuscript personally or have it done by another individual. The student should ensure that the typist has a copy of the current Office of Graduate Studies' Format Policy and Style Manual.

### **Paper Quality**

The final signed copies submitted to the Office of Graduate Studies must be printed on white bond paper, 25% or 100% cotton-rag content, 20-lb or 24-lb weight substance, standard size (8.5 by 11 inches). The high quality paper is needed for maximum library “shelf life.” The following paper types are not acceptable for final copies: (a) all-purpose computer/copier bond paper, (b) erasable paper, (c) onionskin, (d) vertically or horizontally lined paper, (e) punched or stapled paper, (f) colored paper (including ivory). The paper surface must not have smudges, an embossed texture, or manufacturing defects, but it will have a watermark including the percentage of cotton fiber in the paper. All of the paper in the final signed copies must be of the same paper type. An exception to this is white archival-quality photographic paper that may be used for photographs.

Copy This!! in Reeve Memorial Union on the University of Wisconsin Oshkosh campus stocks white paper that is approved by the Office of Graduate Studies for final copies. Students should contact Copy This!! separately for the latter's services.

**Print Quality**

Printing should be done on one side of the paper only and should be dark black, even and neat. The final signed copies should be laser printer quality. Inkjet and dot matrix printing are not acceptable.

**Character size.**

The preferred “point” size is 12 point; the minimum is 10 point. Lettering in photo-reductions of charts, maps, or other figures should be a minimum of 9 point and should be clearly visible to the reader.

**Font type and size.**

The same font type and size must be used throughout the thesis/clinical paper/field project. Appendixes including “original” materials are exceptions to this; however, all appendixes will need a 1.5 inch left margin for binding purposes. A standard, clearly legible font should be used. Printed/typed characters must show ascenders and descenders. Bolding and exotic fonts are acceptable only in the Appendixes if the former were included in the original document.

**Italics and underlining.**

The student should consult the sixth edition of the *Publication Manual of the American Psychological Association* for use of italics and underlining. Exceptions to this are MA-English and MS-Biology theses. Those students should use the format for italics and underlining as defined by their respective disciplines’ journal styles.

**Color**

Color may be used in figures, including charts, graphs, drawings, diagrams, and photographs. Colored paper and color-enhanced headings and borders should not be used.

**Photographs**

All photographs must be printed, copied, or attached securely and permanently to paper of the same type as the remainder of the manuscript or on white archival-quality photographic paper. If an adhesive is used to mount the photographs on the paper, the best procedure is a dry mount tissue that is affixed with heat. Use of rubber cement is not acceptable.

## **Organization of the Thesis/Clinical Paper/Field Project**

The academic paper is usually divided into three major sections: (a) the preliminary pages (front matter), (b) the chapters (text), and (c) the back (end matter). Margins for each are noted in the appropriate section of this Manual. Unless otherwise noted, margins for all pages of the paper are 1.5 inches for the left and top margins, and 1 inch for the right and bottom margins. Page numbers positioned in the upper left corner should be 1 inch from the top of the paper. Page numbers positioned in the bottom center should be 1 inch from the bottom of the paper. All pages in the manuscript must have a left margin of 1.5 inches for binding purposes.

### **Preliminary Pages**

The preliminary pages are those pages before the main text of the paper. The preliminary pages for all theses (including MA-English and MS-Biology), clinical papers, and field project should conform to the Office of Graduate Studies format. The page numbers are lowercase Roman numerals, centered horizontally 1 inch from the bottom of the page. The Abstract is not counted in the pagination of the manuscript. The Title page is considered page “i” but is not numbered.

**Abstract**

The first page of the bound manuscript is the Abstract (required for thesis and clinical paper, optional for field project). An example of the format for an Abstract follows. Note: Abstracts are optional for the MPA field project and the creative thesis option for the MA-English Program.

## Sample Abstract

ABSTRACT TITLE IS UPPERCASE, CENTERED,  
SINGLE-SPACED, AND A MAXIMUM OF 13 WORDS

By Student's Name  
(Name should be the same format as on the Title Page)

The Abstract is a summary of the entire thesis, clinical paper, or field project (when used). The Abstract should be specific enough to provide insight into the value of the student's project. The Abstract should contain the following: (a) a statement of the problem, (b) a description of the materials and methods, and (c) a summary of the conclusions.

The margins for the Abstract are 1.5 inches left and top, 1 inch right, and 1 inch bottom. The Abstract is single-spaced, and the length should be kept to one page. If a second page is necessary for the Abstract, both pages need to be numbered. The page numbers are Arabic and are placed in the upper right corners of the pages of the Abstract, 1 inch from the right and 1 inch from the top of the page.

The title of the Abstract and the student's name should be identical in wording and appearance to that on the Title Page. Regarding the author's name, list first name, middle initial(s), and last name. Do not include any degrees (e.g., BA, BBA, BS, BSE, BSN).

The Abstract will be used by potential readers to determine the content of the thesis/clinical paper/field project and decide whether or not to read the entire publication. To encourage others to benefit from the student's work, the Abstract should contain a precise and well-written summary of the thesis/clinical paper/field project.

**Title Page**

The Title Page is considered page “i” in the preliminary pages but is not numbered. The title should preferably not exceed 13 words and should be specific and precise. Eliminate unnecessary words such as “A Study of,” or “A Case Study of,” as they are redundant. All words in the title should be spelled—no abbreviations. Any “break” in the title should be well-proportioned, e.g., lines of similar length.

The degree award date (month and year) on the Title Page must represent the date of acceptance by the graduate program—either the thesis defense date or the advisor’s acceptance date. All signatures on the left side of the Title Page should bear that same date. The degree award date (month and year) cannot precede the graduate program’s signature dates, which designate successful completion of the thesis/clinical paper/field project. This also ensures that the degree award date (month and year) is the same academic term as the graduate program’s signature dates. Note: In order to provide appropriate space for signatures, the right margin of the Title Page is .5 inches.

**Official degree titles.**

The following masters’ degrees and areas of emphasis are authorized for the University of Wisconsin Oshkosh (2008-2010 UW Oshkosh *Graduate Bulletin*) and are listed as they appear on diplomas. The degree title should appear on one line of the Title Page. No other wording should appear on the same line. The emphasis within the degree may be included and should be centered two spaces in single-space format below the degree title.

<u>Graduate Degree Program</u>	<u>Plan(s) of Study</u>
Master of Arts-English	None
Master of Science- Biology	Biology Microbiology
Master of Business Administration	None
Master of Science in Education	Professional Counseling Curriculum and Instruction Reading Education Special Education
Master of Science-Educational Leadership	General Library Science
Master of Science-Mathematics Education	None
Master of Science in Nursing	Clinical Nurse Leader Family Nurse Practitioner Nurse Educator
Master of Science-Psychology	Experimental
Master of Public Administration	General Health Care
Master of Social Work	Administration/Management Advanced Direct Practice

THESIS TITLE IS CENTERED, UPPERCASE,  
SINGLE-SPACED, AND A MAXIMUM OF 13 WORDS

by

First Name Middle Initial(s) Maiden Name (if appropriate; optional) Last Name

A Thesis Submitted  
In Partial Fulfillment of the Requirements  
For the Degree of

Master of [Official Degree Title]  
(See previous page for official degree titles)

Name of Plan of Study [optional and if offered by the graduate program]

at

The University of Wisconsin Oshkosh  
Oshkosh WI 54901-8621

Month 20XX

(Must be same month as signatures of Thesis Committee Members, below left)

COMMITTEE APPROVAL

PROVOST  
AND VICE CHANCELLOR

\_\_\_\_\_ Advisor

\_\_\_\_\_

\_\_\_\_\_ Date Approved

\_\_\_\_\_  
Date Approved

\_\_\_\_\_ Member

FORMAT APPROVAL

\_\_\_\_\_ Date Approved

\_\_\_\_\_

\_\_\_\_\_ Member

\_\_\_\_\_  
Date Approved

\_\_\_\_\_ Date Approved

CLINICAL PAPER TITLE IS CENTERED, UPPERCASE,  
SINGLE-SPACED, AND A MAXIMUM OF 13 WORDS

by

First Name Middle Initial(s) Maiden Name (if appropriate; optional) Last Name

A Clinical Paper Submitted  
In Partial Fulfillment of the Requirements  
For the Degree of

Master of Science in Nursing

Name of Plan of Study [optional]

at

The University of Wisconsin Oshkosh  
Oshkosh WI 54901-8621

Month 20XX

(Must be same month as signature of Advisor, below left)

APPROVAL

PROVOST  
AND VICE CHANCELLOR

\_\_\_\_\_ Advisor

\_\_\_\_\_

\_\_\_\_\_ Date Approved

\_\_\_\_\_ Date Approved

FORMAT APPROVAL

\_\_\_\_\_

\_\_\_\_\_ Date Approved

FIELD PROJECT TITLE IS CENTERED, UPPERCASE,  
SINGLE-SPACED, AND A MAXIMUM OF 13 WORDS

by

First Name Middle Initial(s) Maiden Name (if appropriate; optional)Last Name

A Field Project Submitted  
In Partial Fulfillment of the Requirements  
For the Degree of

Master of Public Administration

Name of Plan of Study [optional]

at

The University of Wisconsin Oshkosh  
Oshkosh WI 54901-8621

Month 20XX

(Must be same month as signatures of Committee Members, below left)

COMMITTEE APPROVAL

PROVOST  
AND VICE CHANCELLOR

\_\_\_\_\_ Advisor

\_\_\_\_\_

\_\_\_\_\_ Date Approved

\_\_\_\_\_ Date Approved

\_\_\_\_\_ Member

FORMAT APPROVAL

\_\_\_\_\_ Date Approved

\_\_\_\_\_

\_\_\_\_\_  
Date Approved

The Dedication is optional and follows the Title Page. The Dedication is intended for special recognition of persons, organizations, and/or others who provided particular encouragement and support to the author. The tone is “personal.” The Dedication Page is centered vertically, is single-spaced, is “flush” with the left margin—no indentations, and should not exceed 1 page. The Dedication page is not titled. The dedication is expressed in the first line of text, “To ....” The page number for the Dedication is a lowercase Roman numeral, centered horizontally 1 inch from the bottom of the page.

## ACKNOWLEDGMENTS

The Acknowledgments, also optional, recognize persons and institutions that have provided guidance and/or assistance to the author. The tone and focus are “professional” and should not exceed 1 page. The Acknowledgments are double-spaced, and four spaces in single-space format follow the “ACKNOWLEDGMENTS” title. Margins are 1.5 inches left and top, and 1 inch right and bottom. The Acknowledgments page number is a lowercase Roman numeral, centered horizontally 1 inch from the bottom of the page. Acknowledgments follow the Dedication, if included, or the Title Page if there is no Dedication.

## **Table of Contents**

The Table of Contents lists the sections of the manuscript following it and has full justification. The margins are 1.5 inches left and top, and 1 inch right and bottom. A sample Table of Contents follows. If the Table of Contents is more than one page, the second (and any additional pages) have a heading as follows:

### TABLE OF CONTENTS (Continued)

The “break” in a multi-paged Table of Contents should occur at an appropriate point, e.g., the end of a chapter. If this results in a bottom margin greater than 1 inch, that is acceptable.

Note that in the Table of Contents, all of the levels of heading are formatted the same, e.g., major words capitalized. This will not reflect the appearance of the levels of heading in the manuscript, e.g., the third level of heading in the text is italicized.

The page number for the Table of Contents is a lowercase Roman numeral, centered horizontally 1 inch from the bottom of the page.

## SAMPLE TABLE OF CONTENTS

	Page
LIST OF TABLES (if tables are included in text) .....	#*
LIST OF FIGURES (if figures are included in text) .....	#*
CHAPTER I – INTRODUCTION (Chapter # is Roman numeral, not Arabic) OR INTRODUCTION (No chapter #) .....	#*
SECOND LINE OF A CHAPTER TITLE IS FLUSH WITH THE FIRST LINE OF THE CHAPTER TITLE .....	
Second Level of Heading (Only the chapter titles and second levels of heading need to be included in the Table of Contents. Additional levels may be added as the author wishes. The second and succeeding lines of a chapter title or level of heading are flush with the first line of the level of heading.) .....	#*
Third Level of Heading.....	#*
Fourth Level of Heading.....	#*
Fifth Level of Heading.....	#*
APPENDIX (if only one).....	#*
OR	
APPENDIXES .....	#*
Appendix A: Title is optional .....	#*
Appendix B, etc. ....	#*
BIBLIOGRAPHY OR REFERENCES .....	#*

\*Page numbers for List of Tables and List of Figures follow continuously after the Title Page, and the Dedication and Acknowledgments if used. Page numbers are lowercase Roman numerals, centered horizontally 1 inch from the bottom of the page.

### List of Tables/List of Figures

These lists are separate pages following the Table of Contents. The following format is used for both the List of Tables and the List of Figures. As with the Table of Contents, the List of Tables and List of Figures have full justification. Figures include charts, graphics, drawings, diagrams, photographs, etc. Therefore, do not prepare a separate List of Charts, List of Graphics, etc., as these are all included in the List of Figures. Any tables or figures used in the Appendices are not included in the List of Tables or List of Figures.

If the List of Tables or List of Figures is more than 1 page in length, the title for the following pages is LIST OF TABLES (Continued) or LIST OF FIGURES (Continued).

#### SAMPLE LIST OF TABLES

	Page
Table 1.	#
Title of Table, First Letter of All Major Words Capitalized ..... If the table title is more than one line in length, second and succeeding lines are flush with the first line of the table title. The table title in the List of Tables should be identical in wording to the table title in the text.	
Table 2.	Etc.
Table 3.	Etc.

## SAMPLE LIST OF FIGURES

	Page
Figure 1.      Caption of Figure, First Letter of All Major Words Capitalized .....	#
If the figure caption is more than one line in length, second and succeeding lines are flush with the first line of the figure caption. The figure caption in the List of Figures should be identical in wording to the figure caption in the text.	
Figure 2.      Etc.	
Figure 3.      Etc.	

Note that for the List of Figures, the captions are capitalized differently than they are in the text.

## **Text**

### **Formatting tables and figures.**

The student should consult the sixth edition of the *Publication Manual of the American Psychological Association* for format for tables and figures. Exceptions to this are MA-English and MS-Biology theses. Those students should use the format for tables and figures as defined by their respective disciplines' journal styles.

Word processing software packages have formats for preparing tables. However, the APA table format features no vertical lines and a minimum of horizontal lines. Therefore, a software's "default" setting for tables may not be adaptable or appropriate for the text.

**Pagination.**

The page number for all pages in the chapters, Appendix/Appendices, and References is positioned in the upper right corner, 1 inch from the top and 1 inch from the right of the page. Each chapter, the Appendix/Appendices, and References/Bibliography are considered the major divisions of the manuscript. Each major division begins on a new page. Beginning with page 1 of the first chapter, the manuscript is numbered consecutively through all chapters, the Appendix/Appendices, and the References/Bibliography.

**Justification.**

The manuscript should have left justification only for all pages, e.g., an uneven right margin. Exceptions are the Table of Contents, List of Tables, and List of Figures, which are fully justified.

**Line spacing.**

The text and reference/bibliography citations are double-spaced, including long or “block” quotations (four lines or more). Chapter titles and levels of heading are also double-spaced. Within the chapters, a minimum of two lines of text should appear at the top and bottom of pages

**Margins.**

Margins are 1.5 inches for the left and top, and 1 inch for the right and bottom, unless otherwise noted. All pages in the manuscript must have a left margin of 1.5 inches for binding purposes.

**Seriation.**

The student should consult the sixth edition of the *Publication Manual of the American Psychological Association* for format for seriation. Exceptions to this are MA-English and MS-Biology theses. Those students should use the format for seriation as defined by their respective disciplines' journal styles.

**Reference citations.**

The student should consult the sixth edition of the *Publication Manual of the American Psychological Association* for format for citing references. Footnotes and Endnotes should not be used. Exceptions to this are MA-English and MS-Biology theses. Those students should use the format for citing references as defined by their respective disciplines' journal styles.

**Landscape printing.**

In the case of a wide table or figure, landscape printing is permissible in the text and appendices, e.g., printing parallel on the 11.5 inch side of the paper. Note that the top of the page then becomes the "binding" side. The page number should be in the upper right corner of the 8.5 inch side, which will require repositioning the page number.

**Chapter title.**

Each chapter begins on a new page. The chapter title is centered, bold, uppercase and lower case. If both chapter number and title are used, the format is as follows.

**Chapter I or 1** (can use Roman or Arabic numerals)

**Chapter Title**

The above is followed by two hard returns in double-spaced setting, and then the text begins. If the chapter number is not used, the format is as follows.

**Chapter Title**

Again, the above is followed by two hard returns in double-spaced setting, and then the text begins.

**Levels of heading.**

The student should consult page 62 the sixth edition of the *Publication Manual of the American Psychological Association* for format for levels of heading. Exceptions to this are MA-English and MS-Biology theses. Those students should use the format for levels of headings as defined by their respective disciplines' journal styles. The five levels of headings as per APA are as follows.

**Format for Five Levels of Heading in APA**

<b>Level of heading</b>	<b>Format</b>
1 (chapter number and/or title)	<b>Centered, Boldface, Uppercase and Lowercase Heading</b>
2	<b>Flush Left, Boldface, Uppercase, and Lowercase Heading</b>

*Note: A Level 2 heading within a chapter is preceded by two hard returns in double-spaced setting.*

- 3            **Indented, boldface, lowercase paragraph heading ending with a period.**
- 4            ***Indented, boldface, italicized, lowercase paragraph heading ending with a period.***
- 5            *Indented, italicized, lowercase paragraph heading ending with a period.*

Not all manuscripts will require all five levels of heading. In such case, the author will use the levels as needed, beginning with the chapter title being Level 1 and formatted as above, then Level 2 as formatted above, etc. This is an exception to the APA format style.

The format for listing chapter titles and levels of heading within the Table of Contents is shown in the sample Table of Contents.

## **Back (End Matter)**

### **Appendix/Appendixes.**

The material(s) included in an Appendix or in Appendixes contribute to the narrative text by illustration, application, etc. Appendixes may include the following: (a) a survey instrument or questionnaire used; (b) evidence of any required review or research protocol, including data collection from people and/or care and use of animals; (c) charts; and (d) tables, etc. As can be noted from the sample Table of Contents, the Appendix/Appendixes is/are considered a major division in a manuscript, similar to a chapter.

As Appendixes frequently use original materials, and the “white space” available for margins can be minimal, separate cover sheets are used to introduce each Appendix. The Appendix designation, e.g., APPENDIX A, is centered vertically on the page. Margins are 1.5 inches left and top, 1 inch right and bottom. The page number is in the upper right corner, 1 inch from the top of the page. If a Title is also used, it is centered and begins two spaces (in single-space setting) below the Appendix designation. If the Title is more than one line, it is single-spaced. Cover sheets for additional Appendixes are formatted the same way.

If tables and/or figures are included in the Appendixes, they are labeled Table A-1 or Figure A-1 if in Appendix A, Table B-1 or Figure B-1 if in Appendix B, etc.

APPENDIX A

Request for Extension of Research Completion Form

OFFICE OF GRADUATE STUDIES  
UNIVERSITY OF WISCONSIN OSHKOSH

REQUEST FOR EXTENSION OF RESEARCH COMPLETION  
(please check as many as apply)

- For Submission for Format Approval  
 For Submission of Final Signed Copies and Check for Binding/Postage  
 Thesis                                       Clinical Paper                                       Field Project

Format approval and Final Copy deadlines are established by the Office of Graduate Studies to ensure that graduate students meet degree audit and graduation deadlines. Graduate students should contact Graduate Studies as soon as they know that an extension is necessary. Extensions to deadlines may result in a change of your graduate and degree conferral date. An extension is subject to the approval of the graduate student's advisor, graduate program, and the Director of Graduate Studies.

**PLEASE NOTE THAT IF YOU ALSO NEED TO REQUEST AN EXTENSION TO TIME TO DEGREE COMPLETION, THERE IS A SEPARATE FORM FOR THAT PURPOSE AVAILABLE FROM THE GRADUATE STUDIES OFFICE OR WEBSITE.**

Last Name System ID#	First	MI	Student Info
-------------------------	-------	----	--------------

Street Address	City	State/Zip Code
----------------	------	----------------

Degree Program: \_\_\_\_\_

Anticipated date for submission for format approval \_\_\_\_\_

Anticipated date for submission of final signed copies  
and check for binding and postage \_\_\_\_\_

Student's Signature	Date
---------------------	------

Thesis Committee Chair or Advisor (CP or FP)	Date
--	------

Graduate Program Coordinator	Date
------------------------------	------

Director of Graduate Services, Office of Graduate Studies	Date
---	------

## APPENDIX B

### Copyright/Digitized Copy Upload Agreement

Note: This Agreement is informational and not included as part of the manuscript. It is filed in the student's academic file in the Office of Graduate Studies.



### Copyright/Digitized Copy Upload Agreement

This agreement is made between \_\_\_\_\_  
 (hereinafter called the author) and the University of Wisconsin Oshkosh for the following  
 described work (Title of Thesis/Clinical Paper/Field Project):

---



---



---

The University recognizes the author as holder of the copyright. The author agrees to grant the University of Wisconsin Oshkosh the right to duplicate and distribute the above described work. It is understood that the work will be distributed at cost with no profit due the University or royalty due the author. The author also agrees to grant the University of Wisconsin Oshkosh the right to upload the digitized copy to MINDS@UW, a University of Wisconsin System web site designed to gather, distribute, and preserve digital materials related to the University of Wisconsin's research and instructional mission.

This agreement has been signed by:

\_\_\_\_\_  
 (Author's Signature)

\_\_\_\_\_  
 (Date)

The University of Wisconsin Oshkosh

By:

\_\_\_\_\_  
 (Witness Signature)

\_\_\_\_\_  
 (Title)

\_\_\_\_\_  
 (Date)

## References/Bibliography

“References” (“Works Cited” for MA-English students) include only the sources directly quoted or referenced in the manuscript. “Bibliography” (“Works Consulted” for MA-English students) includes a list of all sources consulted that were relevant to the topic of the manuscript, whether actually cited in the text or not. “Bibliography” also infers a broader, even comprehensive list of all works available on a subject. The author, with the assistance of his/her advisor(s), should make the determination which title best describes the scope of research behind the manuscript.

References/Bibliography is considered a major division of the manuscript, similar to a chapter, and follows the Appendices in the bound manuscript. This arrangement may differ from scientific journal styles, but the overall order of the manuscript's sections should be according to the Office of Graduate Studies format.

Margins are 1.5 inches left and top, 1 inch right and bottom. The page number is in the upper right corner, 1 inch from the top of the page.

The sources should be listed in alphabetical order and double-spaced. The first line is “flush” with the left margin. Second and succeeding lines of the source are indented five spaces. Double-space between each source.

Exceptions to this format are MA-English and MS-Biology theses. Those students should use the format for listing References or Bibliography as defined by their respective disciplines’ journal styles.