



**DISSERTATION AND THESIS MANUSCRIPT
FORMATTING, STYLE, and POLICIES MANUAL**

Effective Fall 2019

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Introduction

The requirements described in this *Dissertation and Thesis Manuscript Formatting, Style and Policies Manual* have been established for the preparation of dissertation or thesis manuscripts submitted in partial fulfillment for graduate degrees at the University of Wisconsin Oshkosh. Dissertation and thesis manuscripts are required to be formatted and styled in forms suitable for library cataloging as part of the circulating collection of UW Oshkosh Polk Library and for the MINDS@UW research database. Formatting standards were developed to ensure consistency in written presentation of research across all graduate academic disciplines at the University of Wisconsin Oshkosh. The Graduate Studies Office does not accept manuscripts that do not conform to these guidelines.

The dissertation or thesis is a product of original thinking and research designed to appear in a form comparable to published works. A student and the University's responsibility are to share the research with the academic community and make it available to the public. **The requirements contained in this manual are effective beginning the Fall 2019 semester, and are based on the seventh edition of the *Publication Manual of the American Psychological Association (APA)*.** Students are encouraged to use a copy the

APA manual while writing the manuscript, as it contains definitive, detailed formatting information and guidelines.

When differences arise between the Graduate Studies Office requirements and individual academic discipline styles, the Graduate Studies Office requirements take precedence. Students in the English (M.A.) and Biology (M.S.) may use the journal styles of their respective academic disciplines for their chapters, appendixes, and references provided the Graduate Studies Office format reviewer has reasonable access or preparation with a non-standard style. Preliminary Pages (Front Matter) should always conform to Graduate Studies requirements.

The student's first responsibility in formatting a graduate manuscript is to meet University of Wisconsin Oshkosh requirements. While the Graduate Studies Office will allow latitude when a discipline-specific format style is needed for future publication of the research, fulfilling formatting and publishing criteria for the University is the student's primary obligation.

This manual replaces all previously published University of Wisconsin Oshkosh *Format Policy and Style Manuals*. Changes in standards, differing styles in professional journals, and changes in the University of Wisconsin Oshkosh requirements occur regularly. **Students should not use library or departmental copies of previously bound UW Oshkosh dissertations or theses as examples of formatting and style.** The most updated copy of the

Dissertation and Thesis Manuscript Formatting, Style and Policies Manual is always available on the Graduate Studies Office website.

Students are responsible for reading and following the requirements in this manual and for submitting documents of highest quality. The final, signed paper copy of a dissertation or thesis manuscript will not be accepted with corrections remaining, insufficient margins, or if the copies are of such poor quality that digitized and/or printed copies are not deemed finished and professional.

The Graduate Studies Office requirements cover the general rules of *format* and *appearance*. Students should consult their dissertation or thesis chair/advisor for specific *content* requirements.

Manuscript Preparation and Requirements

The Graduate Studies Office website provides an overview of the preparation process for dissertations and theses. Please note that some disciplines have program-specific requirements for manuscript preparation and approval. Doctoral students in Educational Leadership & Policy must follow the specific schedule provided by the Graduate Program Coordinator for completion of the Research Proposal Form, Admission to Candidacy, and any additional program-specific requirements. All students should discuss his/her/their dissertation or thesis process specific to their program with their chair/advisor or program coordinator.

Admission to candidacy. Admission to Candidacy is the point in time when a student finalizes and has approved an agreed upon plan of study for his/her/their degree program. The candidacy form lists all coursework a student has and will take to complete their degree. Before a student may register for his/her/their dissertation or thesis credits and submit a Research Proposal Form, an approved Admission to Candidacy must be on file in the Graduate Studies Office. Questions about Admission to Candidacy should be directed to the Graduate Student Status Examiner at (920) 424-0311 or gradschool@uwosh.edu.

Registration. Before students may register for dissertation or thesis, they must be in full/good academic standing and have completed their Admission to Candidacy. Registration for these credits may be completed before a student submits their Research Proposal Form (Appendix A); however, if certain conditions exist (e.g. an “Incomplete” (I) grade), registration may be delayed. An Add Card for dissertation/thesis credits is first submitted to the manuscript faculty chairperson/advisor for approval, then sent to the Graduate Studies Office. Questions about registration should be directed to the Graduate Studies Office at (920) 424-1223 or gradschool@uwosh.edu.

Manuscript committee selection. Students should select a committee chair/advisor and members, as appropriate, from their graduate program. The committee chair or advisor must be a UW Oshkosh graduate faculty member

from the student's degree program, and the committee members must hold the appropriate terminal degrees. If anyone other than a UW Oshkosh graduate faculty member serves on the committee, the student and chair/advisor must submit written rationale and a curriculum vitae to the Graduate Studies Office. Doctoral students in the Educational Leadership & Policy program are exempt from this requirement, and may select one practicing professional as the third committee member. However, the dissertation chairperson must approve this third committee member.

Research proposal form. A Research Proposal Form (Appendix A) must be approved by the student's chair or advisor and committee. Submit the form to the Graduate Studies Office by the middle of the academic term preceding the intended term of graduation (e.g., if a student intends a fall graduation, submit the Research Proposal Form by the middle of the preceding summer term). The Research Proposal Form is available on the Graduate Studies Office website. Questions about the Research Proposal Form may be directed to the Director of Graduate Services at (920) 424-0007 or gradschool@uwosh.edu.

Approval for human participation, animal care, and biohazardous materials. If the research protocol includes data collection from people, animals, or biohazardous material, students must initiate the appropriate application forms and complete the formal review process(es) in a timely manner in conjunction with getting the research approved and before data are collected. The Office of

Sponsored Programs oversees all areas of research compliance. Through this office, committees specific to human participation, animal care and use, and biohazardous materials can be reached for more information and approval for student research. For a research project involving data collection with human participants, review the *Institutional Review Board's (IRB)* website for forms and instructions. For a research project involving animal use or care, review the *Institutional Animal Care and Use Committee's (IACUC)* website for forms and information. For a research project involving biohazardous materials, review the *Institutional Biosafety Committee's (IBC)* website for forms and information.

Students should retain all research data for a minimum of five years, and may want to discuss any specific "holding" periods related to their academic discipline with their faculty chair, advisor, or graduate program coordinator.

Access and use of data instruments and research tools. Some data instruments and research tools (i.e. surveys, scales, questionnaires, or measurement tools) are copyrighted. Students interested in reproducing copies of copyrighted data instruments and research tools are required to request permission from the copyrighting agency prior to use. Please provide a copy of the copyrighted agency's approval to the Graduate Studies Office.

On Campus Resources for Graduate Student Writers and Researchers

Polk library. Librarians and the Polk Library website are available to help with research strategies, writing (including citations), and database questions. One resource particularly helpful is the Polk Library's "Citing Sources – Refworks" page (<http://www.uwosh.edu/library/services/citing-sources>).

Writing center. The Writing Center offers students free tutorial and consultation services. The Writing Center helps students with various types of writing including course papers, research papers, and manuscripts. Students should schedule an appointment in advance by calling (920) 424-1152, emailing writingcenter@uwosh.edu, or reviewing their website.

Computer labs. Four general access computer labs are located across campus; they are in Clow Hall (C014), Halsey Science Center (101), Sage Hall (1208), and Swart Hall (229). All have internet access, word processing, spreadsheet, statistical, and course-specific software. The hardware available includes printers, scanners, and digital editing resources. TitanCards and NetIDs are required.

Free/Discounted software. UW Oshkosh students who have an active UWO email account and NetID may install Microsoft Office 365 software on their personal Windows or Mac OS devices. Instructions for downloading this software can be found on UW Oshkosh's Information Technology website knowledgebase (kb).

Technology centers. The Technology Centers offers many tools that are not available in the general access computer labs including help with software presentations, equipment checkout, high quality color printing, and graphics.

Copy This!!. Copy This!! is located in Reeve Memorial Union and is available to students for high quality, professional printing services. They stock Graduate Studies-approved “thesis” paper for final manuscript printing. Contact them at copythis@uwosh.edu or (920) 424-3180.

Graduate student/faculty collaborative research program. Competitive research grants are available to support research projects carried out by graduate students. Projects must provide students with a meaningful research experience, with the student assuming the principal role and the faculty or academic staff serving as a mentor. For more information and application instructions, contact the Office of Student Research and Creative Activity at (920) 424-1195 or osrca@uwosh.edu.

Off Campus Resources for Graduate Student Writers and Researchers

Purdue online writing lab (OWL). A supplement to using the American Psychological Association (APA) or the Modern Language Association (MLA) styles is Purdue University’s Online Writing Lab, Purdue OWL (https://owl.purdue.edu/owl/purdue_owl.html).

Typists and copy editing services. Students may prepare their manuscript personally or have it typed and edited by another individual. Be in touch with the Graduate Studies Office for contact information of any current typists/copy editors who might be available. Students are not limited to these individuals. The names from the Graduate Studies Office are provided solely as a convenience to students. Individuals known to the Graduate Studies Office were identified at the behest of the typist/copy editor. By providing these names is not an endorsement of any specific typist/copy editor by the Office of Graduate Studies. Items regarding the scheduling, quality of typing/editing, costs, or concerns are strictly between the student and the typist/copy editor.

Format Approval Process

Format approval is verification that the dissertation or thesis manuscript meets the Graduate Studies Office's, University's, and the UW System requirements for format and style. Graduate students must provide a complete draft of the dissertation or thesis to the Graduate Studies Office staff member responsible to initiate format approval process. MSWord versions are used throughout the review phase.

Defending a Dissertation or Thesis

Completing a dissertation or thesis requires a student to defend his/her/their work at an open, public, oral presentation. Faculty committee members will conduct the defense as appropriate for that discipline. Students are encouraged to review their program's student handbooks/guides for defense and presentation requirements specific to their degree. If a program or committee chairperson lets the Graduate Studies Office know in advance, an announcement of the defense inviting the public to attend will be posted. Students should also notify the Graduate Studies Office in advance of a defense so arrangements can be made to ensure a member of their staff can attend. Pictures might be discreetly taken during the defense and could be posted on Graduate Studies social media sites.

Culminating Experience Continuation Policy (Future)

Once all degree coursework has been completed, students must maintain continuous semester-to-semester (fall, spring, and summer) enrollment while working on their dissertation or thesis. If the dissertation/thesis is not completed within the program-specific time-frame, students have a one-semester grace period immediately following the semester in which they are enrolled. After that, students will automatically be enrolled each semester the dissertation/thesis is not finished in a Culminating Experience Continuation Course. The Culminating Experience Continuation course is a zero-credit course and carries a fee

equivalent to approximately one graduate credit at the current resident tuition rate of the student's graduate program.

Final Submission Process

Approvals and completion requirements. Dissertations and theses represent student, faculty committee, graduate program, and graduate education at UW Oshkosh. Original signatures by all members of the faculty committee are required on each title page. The Graduate Studies staff member responsible for formatting and the Provost & Vice Chancellor for Academic Affairs will also sign the title pages once the pages and all final manuscript copies are submitted to the Graduate Studies Office. Writers are recommended to bring title pages to their defense in the event their faculty committee will be ready to sign at that time.

The format reviewer will notify the student when the manuscript formatting is approved and complete. In some instances, a student may need to request an extension of their manuscript completion (Appendix B). Extension approvals are required from the faculty chair and the Director of Graduate Services. The Director of Graduate Services will also review the student's graduate record for a possible time-to-degree completion extension also.

The following materials (also see Manuscript Submission Checklist, Appendix C) delivered to the Graduate Studies Office by the established semester deadline constitute completion of the dissertation or thesis credits.

- Title pages with original signatures from the faculty chair/advisor and each committee member for each manuscript copy to be bound .
- Unbound paper copies of the complete, approved manuscript on white paper 25% or 100% cotton-rag content, 20lb or 24lb weight, 8 ½ x 11 inches, and single-sided. The student is responsible to pay all printing charges. These unbound copies will be sent to a professional bindery for binding. Students are required to submit the following number of copies.
 - One copy for circulation in Polk Library
 - The number of requested copies for faculty chairs/advisors, committee members, or departments
 - As many copies as a student may want for his/her/their personal collection or to share with colleagues, family, and friends
- A PDF copy of the complete, approved manuscript (one continuous file) including a blank title page in the proper location, emailed to the Graduate Studies staff member responsible for format reviews.
- Copyright Agreement Form, which will be provided to the student during the review process. *Note: students who used copyrighted data instruments or research tools are also required to submit a copy of the*

approval letter obtained from that agency to the Office of Graduate Studies

- Manuscript Binding Submission Form, which will be provided during the review process.
- Payment for binding, shipping, and transportation costs of the hardbound copies. See current price list on the Graduate Studies website for the per copy charge.

Grading. The Graduate Studies Office has responsibility for proxy grading on all dissertations and theses. If a student does not complete their manuscript during the term in which they are registered for credit, either an “In Progress” (IP) or failing/no pass grade will be issued. These grades will remain on the student’s record until the dissertation or thesis content is approved by the faculty committee and the formatting approved by the Graduate Studies Office. Doctoral students in the Educational Leadership & Policy program will receive a dissertation completion grade by their faculty chairperson.

There is no subjective grading of the manuscript content by the format reviewer in the Graduate Studies Office. The condition for changing grades from IP or F/No Pass to P or Pass is simply submitting all items on the Manuscript Submission Checklist (Appendix C) to the Graduate Studies Office.

Circulation. After the bound copies are returned from the bindery, the Graduate Studies Office will send one bound copy and the PDF version to Polk

Library. These two become part of a permanent collection. Polk Library will put the bound paper copy into their circulation as evidence of the student's completed dissertation or thesis coursework. Polk Library participates in both national and international interlibrary loan systems; therefore, some or all of the entire document may be copied and quoted in research elsewhere. Additionally, the manuscript will be included in MINDS@UW, a University of Wisconsin System research database designed to "gather, distribute, and preserve digital materials related to the System's research and instructional mission."

Students retain the copyright to their manuscript and will sign a Copyright Agreement Form. By signing the agreement, the student grants UW Oshkosh the right to (a) duplicate and distribute the student's work at not costs, with no profit due to the University or royalty due to the student, and (b) to upload the digitized copy to MINDS@UW. This agreement is not included as part of the manuscript, but is kept on file in the Graduate Studies Office.

Manuscript Style and Organization

Discipline-specific Styles

Graduate students are required to follow the guidelines of a professional style when writing their dissertation or thesis. A graduate student may use an alternative style *if* it is approved in advance by the Graduate Studies Office and the faculty committee.

Table 1

Approved formatting styles for each discipline. As of Fall 2019, the 7th Ed. is the current version of APA.

| Graduate Program | Approved Formatting Style(s) |
|-------------------------------------|---|
| Biology ¹ | APA, ASM (2018), Chicago (17 th Ed.) |
| Business Administration | APA |
| Educational Leadership & Policy | APA |
| English | APA, MLA (Handbook 8 th Ed.) |
| Psychology | APA |
| Public Administration | APA |
| Special & Early Childhood Education | APA |
| Human Services Leadership | APA |

¹ Biology students submitting all or part of their thesis for publication to a professional journal may use that journal's specific guidelines. Please contact Graduate Studies format reviewer for details.

Regardless of style, the dissertation or thesis is divided into three major sections; the Preliminary Pages (Front Matter), the Chapters (text), and the Back (End Matter). All manuscripts are required to format the front matter exactly as described in this manual; however, the text and the End Matter may be adjusted to adhere to the student's approved formatting style, if different than APA.

Spacing. The text in chapters and references list of the manuscript must be double-spaced with the exception of captions in tables and figures, footnotes, and endnotes. Preliminary Pages (Front Matter - Abstract, Table of Contents, etc.) and Appendixes must follow the additional instructions listed later in this manual.

Periods. The space after periods at the end of sentences may be either one or two. Whichever is used it must be used consistently throughout the manuscript.

Font. Any common, professional 12-point font is acceptable; however, use the same font throughout, including tables and figures whenever possible.

Margins. Unless otherwise noted (see Title Page), all pages of the manuscript have 1½ inches for the left and top margins, and one inch for the bottom and right margins. The page number position at the top of the page is the upper right corner, one inch from the top of the paper. Page numbers positioned on the bottom should be one inch from the bottom of the paper and centered horizontally.

Preliminary Pages (Front Matter)

The Preliminary Pages are those pages before the main text (chapters) of the manuscript. *All graduate students, regardless of discipline, are required to conform to the standards for preliminary pages explained in this manual.*

Page numbering. The page numbers in the Preliminary Pages are lowercase roman numerals, centered horizontally one inch from the bottom of the page. Exceptions to this are the Abstract and the Title Page, which are counted but *not* numbered.

Abstract. The first page of the manuscript is the abstract. Abstracts are required in all manuscripts with the exception of an English Creative Writing thesis. In this case, the abstract is optional. A page number does not appear on the abstract page. Abstracts are single-spaced and should be limited to one page.

Title page. The title page is considered page “ii” in the Preliminary Pages (Front Matter), but does not appear on the page. In order to provide appropriate space for signatures, the right margin of the title page is ½ inch. A separate template of the title page is available on the Graduate Studies website.

Title. The title should 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 out with no

abbreviations other than one exception: Biology theses may use abbreviations where appropriate for the discipline or may exceed the 13 word limit for clarity.

Date. The manuscript completion date in the center of the title page must represent the date of acceptance by the graduate program and be no later than the month and year of the official end of the semester. All signatures on the lower left side of the title page (faculty chair/advisor and committee members) can be different among members but no later than the official last day of the semester. It's preferable but not required that the month and year of the committee signatures and acceptance date be the same.

Official degree titles. The following are the official degrees, programs, and emphases approved for the University of Wisconsin Oshkosh. The *degree* title should appear on one line of the title page. No other wording should appear on that same line. The program and emphasis (if applicable) for that degree may be included and should be centered, double-spaced below the degree title.

Table 2

Official degree titles for each discipline.

| Graduate Degree Program | Program | Emphasis (optional) |
|-----------------------------------|---------------------------------|---|
| Doctor of Education | Educational Leadership & Policy | Superintendent Licensure |
| Master of Business Administration | Business Administration | Executive Professional Biology |
| Master of Science | Biology | Microbiology |
| Master of Science | Educational Leadership & Policy | General or Library Science Creative Writing |
| Master of Arts | English | New Literatures |
| Master of Science | Human Services Leadership | |
| Master of Science | Psychology | Cognitive & Affective General Public Administration Health Agency Administration Nonprofit Management and Leadership Fire and Emergency Administration and Management |
| Master of Public Administration | Public Administration | Cross-Categorical Non-licensure Director of Special Education and Pupil Services |
| Master of Science in Education | Special Education | |

Note: Not all students complete an emphasis.

Dedication. 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 one page. The dedication is not titled, and the page number is a lowercase roman numeral, centered horizontally, one inch from the bottom of the page.

Acknowledgements. The acknowledgements, also optional, recognize persons and institutions that have provided guidance and/or assistance to the author. The tone and focus are professional, and it should not exceed one page. The acknowledgments are double-spaced, and two double-spaces follow the ACKNOWLEDGMENTS title. Margins are 1½ inches left and top, and one inch right and bottom. The acknowledgments page number is a lowercase roman numeral, centered horizontally one 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 first and second levels of heading (required) in the manuscript and has *full justification*. Including third levels of heading in the Table of Contents is optional, but fourth and fifth levels of heading are not listed. The margins are 1½ inches left and top, and one inch right and bottom.

If the Table of Contents is more than one page in length, the title for the second page is TABLE OF CONTENTS (Continued). The break in a multi-paged Table of Contents should occur after a first- or second-level heading. If this results in additional white space on the page 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.

The page number for the Table of Contents is lowercase roman numeral, centered horizontally one inch from the bottom of the page.

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

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

Text

Formatting tables and figures. Students should consult the 7th Ed. *Publication Manual of the American Psychological Association* for information about how format tables and figures. Exceptions to this are English (M.A.) and Biology (M.S.) theses. Those students may use the format for tables and figures as defined by their respective disciplines' journal styles.

MS Word has formats for preparing tables. However, the APA table guidelines feature no vertical lines and a minimum of horizontal lines. Therefore, a software's default setting and options for tables may not be appropriate for a manuscript.

Pagination. The number for all pages in the chapters, appendixes, and references list is positioned in the upper right corner, one inch from the top and one inch from the right of the page. Each chapter, appendix, and the references list are considered major divisions of the manuscript, and should begin on a new page. Beginning with page one of the first chapter, the manuscript is numbered serially through all chapters, the appendixes, and references list.

Margins. Margins are 1½ inches for the left and top, and one inch for the right and bottom, unless otherwise noted. All pages in the manuscript use a left margin of 1½ inches to allow room for binding.

Margins justification. The manuscript should have left justified margins (an uneven right margin) for all pages except Table of Contents, List of Tables, and List of Figures which are fully justified (even left and right margins).

Line spacing. The manuscript text and reference citations are double-spaced, including long “block” quotations (four lines or more). Chapter titles and second-level headings are also double-spaced. Within the chapters, a minimum of two lines of text should appear on any page.

Landscape printing. When wide tables or figures are inserted in the text and appendixes, landscape printing is permissible (e.g., printing the table/figure parallel to 11½ inch side of the paper). Note that the top of the table or figure then will be at the left or bound side of the page. The page number should remain in the upper right corner of the 8 ½ 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 major words, and lowercase all other words. If both chapter number and title are used, the format is as follows:

Chapter I or 1

Chapter Title

Two hard returns follow the above and then the text begins.

Levels of heading. Students should consult page 47 of the seventh edition of the *Publication Manual of the American Psychological Association* (pg. 62 of the sixth edition) for formatting levels of heading. Exceptions to this are English (MLA) and Biology (ASM, Chicago, Turabian, or other scholarly journal’s style). The five levels of heading for APA are as follows:

Table 3

Format for the five levels of heading in 7th edition APA Manual (pg. 47, 2.27)

| Level of heading | Format |
|---|--|
| 1 | Centered, Bold, Uppercase and Lowercase (also called Title Case) Heading Chapter with number and/or title. Text begins a new paragraph. |
| 2 | Flush Left, Bold, Uppercase and Lowercase (Title Case) Heading Text begins a new paragraph. |
| <i>Note: A Level 2 heading within a chapter is preceded by two hard returns in double-spaced setting.</i> | |
| 3 | <i>Flush left, Bold Italic, Uppercase and Lowercase (Title Case) Heading</i> Text begins as a new paragraph. |
| 4 | Indented, bold, Uppercase and Lowercase (Title Case) Heading, Ending with a Period. Text begins on the same line and continues as a regular paragraph. |
| 5 | <i>Indented, Bold Italic, Upper and Lowercase (Title Case) Ending with a Period.</i> Text begins on the same line and continues as a regular paragraph. |

Not all manuscripts will require all five levels of heading. In this case, the author will use the levels as needed, beginning with the chapter title as level one and formatting in Table 3, then level two as formatted in Table 3, and so on.

Back (End Matter)

Appendixes. Material(s) included in the appendixes contribute to the text by illustration and application. Appendixes may include, but are not limited to, the following (a) a survey instrument or questionnaire, (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 in the sample Table of Contents, the appendixes are considered a major division in the manuscript, similar to a chapter.

Appendixes frequently use original materials, so the margins may be narrower than the required 1½ inches left and top. However, the separate cover sheets used to introduce each appendix are required to have the margins at 1½ inches left and top, and one inch bottom and right. The appendix designation (e.g., Appendix A) is centered vertically on the page. The page number is in the upper right corner, one 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.

References and bibliographies. References list only includes the sources directly quoted or referenced in the manuscript. A Bibliography (or Works Consulted or Works Cited) includes a list of all sources consulted that were relevant to the topic of the manuscript, but not actually cited in the text.

Students, with the assistance of their chair or advisor, should make the determination which title best describes the scope of the research.

References List, Bibliography, or Works Consulted/Cite list are considered a major division of the manuscript, similar to a chapter, and follows the appendixes. This may be different from scientific journal styles, but the overall order of the manuscript's sections should be according to the Graduate Studies format.

Margins are 1½ inches top and left, one inch bottom and right. The page number is the upper right corner, one inch from the top of the page.

The sources should be listed in alphabetical order and then chronological order (if necessary) and double-spaced. The first line is flush with the left margin. The second and succeeding lines of the source are indented five spaces (hanging indent).

APPENDIX A
Research Proposal Form

Note

THE EXAMPLES IN THESE APPENDIXES ARE FOR ILLUSTRATION ONLY.

*THEY ARE NOT CURRENT DOCUMENTS AND ARE NOT REQUIRED IN A
MANUSCRIPT UNLESS THEY'RE PART OF THE RESEARCH.)*



Research Proposal Form

University of Wisconsin Oshkosh
Office of Graduate Studies
Dempsey 337 (920) 424-1223

1. Completed by student (Please print or type)

| | | |
|---|----------------------------|-----------------------|
| Student Name (Last Name, First Name, Middle Initial) | | Student ID Number |
| Address | | Telephone# |
| Degree Program | Date admitted to candidacy | _____ semester/year |
| Type of Research Project (check one): | | |
| <input type="checkbox"/> Thesis <input type="checkbox"/> Field Project <input type="checkbox"/> Clinical Paper <input type="checkbox"/> Other: _____ | | No. of credits: _____ |
| Project Title: | | |
| Name(s) of proposed reader(s)/ committee (list chairperson first): | | |
| Answer both -- IRB approval needed? Circle one: Y / N IACUC approval needed? Circle one: Y / N | | |
| It is University policy and federal regulation (FR Title 45 Part 46, rev. 6/18/91) that all research conducted with humans or animals must comply with guidelines regarding the Use of Human Participants or Animal Care. By signing below, you certify that you will obtain the necessary IRB or IACUC approvals, as appropriate, for the research described herein. | | |
| Student Signature | | Date |

Attach a brief proposal (approximately 250 words) that identifies the plan and purpose of your research. As applicable attach verification of your IRB or IACUC approval. Note that if IRB/IACUC approval is required for your research, this proposal will not be approved without the IRB/IACUC approval attached.
THIS IS NOT A REGISTRATION DOCUMENT. YOU MUST REGISTER SEPARATELY FOR THE APPROPRIATE COURSE CREDITS.

2. Completed by Research Committee

| | | |
|--|------|------------|
| We certify that the student has obtained the necessary institutional approval(s) to use Human Participants or Animal Subjects for the research described herein. | Date | Department |
| Committee Chairperson/Instructor/Reader – Name & Signature | | |
| Second Committee Member – Name & Signature (if applicable) | Date | Department |
| Third Committee Member – Name & Signature (if applicable) | Date | Department |

3. Program Coordinator Approval: _____ Date: _____

4. Graduate Studies Approval: _____ Date: _____

Copies:

- Graduate Studies
- Graduate Program Coordinator
- Student
- Research Committee Chair/Instructor/Reader

APPENDIX B

Request for Extension of Project Completion



REQUEST FOR EXTENSION OF PROJECT COMPLETION
 OFFICE OF GRADUATE STUDIES
 DEMPSEY 337, GRADSCHOOL@UWOSH.EDU

| | | | |
|----------------|-------|------|-------------|
| LAST | FIRST | M.I. | STUDENT ID# |
| STREET ADDRESS | | CITY | STATE ZIP |
| DEGREE PROGRAM | | | |

Please indicate the type of culminating experience you are completing:

- | | |
|--|--|
| <input type="checkbox"/> Clinical Paper | <input type="checkbox"/> Research Team |
| <input type="checkbox"/> CNL Immersion Project | <input type="checkbox"/> Thesis |
| <input type="checkbox"/> DNP Capstone Project | <input type="checkbox"/> Systematic Review |
| <input type="checkbox"/> Field Project | |

Extension(s) Requested:

Anticipated Submission Date:

- | | |
|--|-------|
| <input type="checkbox"/> Project Completion | _____ |
| <input type="checkbox"/> Format Approval | _____ |
| <input type="checkbox"/> Final Signed Copies and Check for Binding/Postage | _____ |

Please Note: Deadlines are established by the Office of Graduate Studies to ensure that graduate students meet degree audit and graduation deadlines. Extensions to deadlines may result in a change of your graduate degree conferral date. Extensions are subject to the approval of the graduate student's advisor, graduate program, and the Director of Graduate Services. Please contact the Graduate Studies Office to confirm if a Time-to-Degree Extension will also be needed.

| | |
|---|------|
| STUDENT SIGNATURE | DATE |
| ADVISOR/COMMITTEE CHAIR SIGNATURE | DATE |
| GRADUATE PROGRAM COORDINATOR SIGNATURE | DATE |
| DIRECTOR OF GRADUATE SERVICES SIGNATURE | DATE |

APPENDIX C

Manuscript Submission Checklist



MANUSCRIPT SUBMISSION CHECKLIST

OFFICE OF GRADUATE STUDIES

DEMPSEY 345, gradschool@uwosh.edu

The following are due in the Graduate Studies Office to complete the submission of your dissertation or thesis manuscript:

- A title page with original signatures from your committee chair/advisor and each committee member FOR EACH unbound manuscript copy intended for binding. *Note: The Graduate Studies Office will obtain the Provost/Vice Chancellor for Academic Affairs and format reviewer signatures.*
- A PDF copy of the complete, approved manuscript (one continuous file including a blank title page) emailed to wypiszyn@uwosh.edu
- A signed Copyright Agreement Form. The format reviewer in the Graduate Studies Office will sign as the witness for this document.
- A completed Manuscript Binding Submission Form. This form identifies your contact, shipping, distribution, and quantity information regarding your hardcover manuscripts.
- Printed, unbound, paper copies of the complete, approved manuscript. Copy This!! in Reeve Memorial Union keeps this paper in stock and available for manuscript printing. Note that you're responsible for the printing/paper charges.
 - printed single-sided
 - white paper, 25% or 100% cotton-rag content
 - 20lb or 24lb weight
 - 8 ½ x 11 inches
 - No "embossed" or glossy texture
 - Number of copies:
 - One for Polk Library's circulation collection (required)
 - Zero to multiple copies as requested by committee chair/advisor, committee members, and other faculty or staff
 - Zero to multiple copies for yourself, colleagues, family, or friends
- Payment to UW Oshkosh (through the Graduate Studies Office) for binding, shipping, and transportation charges for the hardcover manuscripts. See binding pricelist for current charges.

Questions? Please contact:

Greg Wypiszynski

Office of Graduate Studies

Dempsey Hall 345

wypiszyn@uwosh.edu

(920) 424-1223

APPENDIX D

Copyright/Digitized Copy Upload Agreement



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 Dissertation):

_____ 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)

University of Wisconsin Oshkosh

By:

_____ (Witness Signature)

_____ (Title)

_____ (Date)

References

American Psychological Association. (2019). *Publication Manual of the American Psychological Association*. Washington, D.C.: American Psychological Association.

Writing Center. (2014). University of Wisconsin Oshkosh. Retrieved from <https://writingcenter.uwosh.edu/>.