UNLV Graduate College: General Guidelines for Theses & Dissertations

- Theses and dissertations are not collaborative, and therefore are authored by the student only.

- Publishing of a thesis or dissertation, in whole or in part, is not a partial requirement for awarding a masters or doctoral degree.

- Students will follow a style guide (APA, MLA, etc.) to prepare their document. Students should request their department's acceptable style and should become thoroughly familiar with it before they begin preparing their thesis/dissertation. University Libraries Bibliographies and works cited resources: http://library.unlv.edu/help/style. Students must let the Graduate College know what style guide they are using.

- The student's advisory committee is responsible for judging the acceptability of the thesis/dissertation from all standpoints, including content, writing quality, neatness, style guide compliance, formatting, mechanical considerations, and technical and professional competency. Committee members attest to acceptability when they sign the Approval Form.

- Students must have their final document approved by their committee and all changes that are required by the student’s advisory committee must be made before submitting it to the Graduate College for the format check. Once a document has been submitted to the Graduate College, only format changes will be allowed. Changes to the content of the document are prohibited without the written approval of the Graduate College and the full approval of the student’s advisory committee.

- Please note that after the final submission of your electronic copy to ProQuest, your thesis or dissertation will be available for viewing through ProQuest and the institutional repository at the UNLV Libraries.

- If you wish delay the release of your document to ProQuest and the institutional repository at UNLV, you will need to submit an embargo form to the Graduate College. Embargo forms can be found at http://graduatecollege.unlv.edu/forms/#e. Embargos are good for periods of 1, 2, or 3 years and can be renewed if necessary. Please note that even with the implementation of an embargo, students still must upload their final document to ProQuest to graduate. Please contact the thesis and dissertation team in the graduate college for additional information at grad.td@unlv.edu.

General Copyright Information

- The thesis or dissertation author automatically owns copyright to the document since it represents the author’s original documented work.

- If applicable, the copyright page is inserted after the title page in the document. Remember, this page is optional unless you register with the United States Copyright Office. Then you must have the copyright page.

- This page is not numbered. There are also no headers or footers in the margins.

- The most common copyright page consists of two lines, centered in the page and double-spaced:
  - First line: Copyright by Name (First then Last), YEAR
  - Second line: All Rights Reserved

- If submitting in December, date for January of the following year.

- Students have the opportunity to register a copyright on their thesis or dissertation with the U.S. Copyright Office through ProQuest. This is strictly optional, and there is a fee associated with the service. This fee is paid directly on the ProQuest site at the time of electronic submission.

- More Information on Copyright is available at the U.S. Copyright Office’s website: http://lcweb.loc.gov/copyright.

- Answers to frequently asked copyright questions can be found at http://www.copyright.gov/help/faq/.
Thesis and Dissertation Formatting Requirements:

1. **Cover Page**
   - Is the very first page of the document.
   - Center each line of type between the 1 inch margin on the left and the 1 inch margin on the right.
   - Do not divide words at the end of lines.
   - Do not number the Title Page.
   - The title is in all CAPITAL LETTERS, centered in an inverted triangle as shown, double-spaced and in the same font and size as the rest of the document.
   - Use your full legal name as listed with the UNLV Registrar’s office.
   - List any degrees equivalent to a Bachelor’s degree or higher under your name.
   - The degree the student is obtaining should not include the word “degree”. Some examples of the correct degree titles include: Master of Arts -- Criminal Justice, and Doctor of Philosophy in Engineering.
   - The date should include the month & year of official graduation (only options: December, May or August).
   - Each section should be separated by at least one blank line.
   - You can find an instruction manual on how to create this page on the Thesis and Dissertation website.

2. **Page numbering**
   - Do not number the title page and the copyright page.
   - All numbered pages must be numbered in the bottom center of the page. The orientation of the page number should match the orientation of the rest of the page.
   - The pages preceding the text (abstract, acknowledgments, dedication, preface, and table of contents) should be numbered in small Roman numerals (i, ii, iii, iv, v, etc.).
   - The Abstract is the first numbered page and begins with Roman numeral iii.
   - Page numbering must be continuous throughout the text beginning with the Arabic numeral 1 on the first page of Chapter 1, and continuing through the appendices, bibliography/references and CV.
   - You can find an instruction manual on how to create this page on the Thesis and Dissertation website.

3. **Font size and type**
   - The font must be a standard style that is clear and readable, typically in 11, or 12 point size.
   - Do not use cursive, script or italicized fonts except where allowed or required by your chosen style guide (Chicago, APA, ASA, MLA, etc.).
   - Font size must be consistent throughout the text.
   - Chapter titles and section titles can be larger font size than the standard text, if in accordance with the student’s approved style guide and advisory committee. This style decision must be applied consistently throughout the text.
   - The font size of tables and figures can be smaller than the standard text if in accordance with the student’s style guide and advisory committee (8 pt. minimum). This style decision must be applied consistently throughout the text.
   - You can find an instruction manual on how to create this page on the Thesis and Dissertation website.
4. **Spacing**
   - The document must be double spaced; the only exceptions are captions, footnotes, long quotations, bibliographic references, table titles and descriptions, figure titles and descriptions, inserted materials such as tables, images, diagrams, graphs, etc., and the author’s curriculum vitae.
   - Extended direct quotations must be handled according to the rules of your chosen style guide and the direction of your advisory committee.
   - Paragraphs should be indented the same number of spaces throughout the document, and spacing between paragraphs should be consistent.
   - Spacing around titles, headings and subheadings should be consistent and match the student’s chosen style guide.
   - You can find an instruction manual on how to create this page on the Thesis and Dissertation website.

5. **Margins**
   - All pages should have a 1” margin on all sides (top, bottom, right, and left).
   - Top and bottom margins must be blank with the exception of the page number at the bottom center of the page (please see item 2 – Page Numbering). Do not include other headers or footers.
   - You can find an instruction manual on how to create this page on the Thesis and Dissertation website.

6. **Tables, figures, equations, algorithms, etc.**
   - Be sure that all inserted information (images, tables, graphs, diagrams, etc.) are labeled with a title and number (Example: Table 1. Total Graduate Students from 1986 to 1997). If applicable, the label listed in the text must match the label listed in the List of Tables or List of Figures exactly. The numbering must be consecutive, per the requirements of your chosen style guide.
   - If a table or a figure is landscape oriented, the table’s/figure’s label must be landscaped oriented to match.
   - If you have 5 or more of an embedded item (tables, figures, equations, algorithms, etc.), the must be referenced in a list in the front of your document. The list should be titled “List of...”, so tables would be “List of Tables”, figures would be “List of Figures”, etc. If you 4 or fewer of an item, it does not need to appear in a list.
   - Tables and figures must be clearly delineated from the text. This can be done by line breaks, (a double space), borders, or a delineation that is approved by your style guide. The title and description of tables, figures, images, etc. are considered to be part of the table, figure, or image and must be clearly delineated from the text as well.
   - Images, tables, diagrams, graphs, etc. embedded into your document must fit on a single page. You can use a smaller font size on tables, figures, and other inserted materials. If a table does not fit within your text on a single page it must be moved to an appendix. You can either give each table its own appendix or you can create a single appendix containing multiple tables.
   - You can find an instruction manual on how to create this page on the Thesis and Dissertation website.
7. **Organization of document** - The following are mandatory components of your thesis or dissertation (unless otherwise indicated), and they must be presented in this order:
   - Title page
   - Copyright statement (optional)
   - Approval page (ii)
   - Abstract (iii)
   - Acknowledgments (optional)
   - Dedication (optional)
   - Preface (optional)
   - Table of contents (include everything from your abstract through your CV)
   - List of tables with page numbers (required if 5 or more items are in text)
   - List of figures with page numbers (required if 5 or more items are in text)
   - Any other lists: List of Definitions, List of Algorithms, List of Equations (optional)
   - Main body of your text
   - Appendix or appendices (optional – may include tables, figures, photographs, etc., when not inserted in the text)
   - Bibliography (or appropriate name of this section as prescribed by chosen style manual)
   - Author’s CV

8. **Table of Contents, List of Tables, List of Figures, etc.**
   - The page numbers listed in the Table of Contents, List of Tables, List of Figures, etc. must match the page numbers as they appear in the text.
   - Your document needs to be broken into Chapters/Sections, these chapters need to be listed in the table of contents.
   - Titles of sections, tables, figures, etc. must match between the appropriate index and the text. For example, if the chapter title, “Chapter 1 Introduction: An Unexpected Beginning”, is used on page 5 of the text, the Table of Contents should list
     - Chapter 1 Introduction: An Unexpected Beginning........................................5
   - Chapter sections and subsections should appear consistently in the Table of Contents. If a level of subsection is included in the Table of Contents, all subsections at that level must be listed in the Table of Contents.
   - You can find an instruction manual on how to create this page on the Thesis and Dissertation website.

9. **Appendices, References, and Curriculum Vitae**
   - Your Appendices should appear after your document text but before your references.
   - All Appendices must be listed in your Table of Contents and have the same title format in the text and the Table of Contents as your chapter headings.
   - Your references should be consistently formatted and follow the rules of your chosen style guide.
   - Your CV should be of a professional quality. The format should be according to the norms of your discipline and per your committee chair’s advice. Information on creating a CV can be found at http://owl.english.purdue.edu/owl/resource/641/01/
   - You can find an instruction manual on how to create this page on the Thesis and Dissertation website.

10. **Submission**
    - Email a PDF of your final document with format and content approved by your advisory committee to grad.td@unlv.edu. The subject line of your email should be Your Name, NSHE ID, Thesis or Dissertation submission, Semester & Year. For example, Jane Doe’s email submission for her thesis in Summer 2015 would have the subject line “Jane Doe, 1235678910, Thesis submission, Summer
2015”.

- We will only review documents that are in PDF and are emailed for the RebelMail account. We will then complete your format review and email you with information about the final steps of the submission process.