

UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES
GRADUATE SCHOOL

Little Rock

1996

REGULATIONS FOR PREPARING THESES AND DISSERTATIONS

I. The Paper

- A. Any 8 1/2 x 11 inches, high quality white bond in 20 pound marked 100% rag or cotton fiber will be acceptable. If in doubt a sample of the proposed paper should be sent to the UAMS Library Administrative Office for prior approval. See also Section VII.

It must be emphasized that paper quality for the library copy is to be maintained at all times. Only twenty pound bond paper watermarked 100% cotton or rag content will be accepted. The following brands of papers, so watermarked, are believed to be widely available in good stationery stores: LANCASTER BOND, OLD HAMPSHIRE BOND, PERMANIZED PARCHMENT BOND.

- B. Duplication of theses and dissertations by photocopy for deposit in the UAMS Library is acceptable under the following conditions:

In order to get good copy the original must be clear, black and neat. Letter quality computer print produces the best original from which to copy. Type of paper used for the ORIGINAL is unimportant so long as the contrast between paper and print is distinct. The two copies to be deposited in the UAMS Library must be on the bond paper as specified in I, A. above. Photocopying makes fine copies of line drawings. It does not make satisfactory copies of most other types of illustrations.

Photocopies must be of high quality which requires adequate servicing of equipment. Poor copy is in danger of being rejected.

- C. Margins:

All pages of the text proper must have the following margins: Left: 1 1/2 inches; right: 1 inch; top: 1 inch; and bottom: 1 inch. Exceptions to these margins may be made, at the discretion of the major advisor, for charts, graphs, and special tables. CAUTION: A TOO NARROW LEFT MARGIN MAY RESULT IN LOSS OF A PORTION OF THE TABLE IN BINDING.

II. ARRANGEMENT OF THE THESIS OR DISSERTATION

- A. Fly leaf (blank page).
- B. Half title (Page bearing title only).
See specifications for typing -- outlined on Thesis and Dissertation Library Check-list and examples in back of this book.

- C. Title Page.

The half title and title page shall be symmetrical with a vertical line drawn 1/8 inch to the right of the center of the page. On the title page appears the title of the thesis (or dissertation) followed by, A thesis (or dissertation) submitted in partial fulfillment of the requirements for the degree of Master of Nursing Science, Master of Science, or Doctor of Philosophy.

The title page also gives the following information: The full name of the writer; previous degree or degrees with the name of the institution and the year granted; the year in which the degree sought is to be granted; and the words, The University of Arkansas for Medical Sciences.

See specifications for typing -- outlined on Thesis and Dissertation Library Checklist and examples in back of this book.

- D. Approval sheet containing the words, This thesis (or dissertation) is approved for recommendation to the Graduate Council, and spaces for the signatures of the major professor and the members of the thesis or doctoral committee. The approval sheet must show the original signatures. The name of each committee member will be typed directly under each signature.

See specifications for typing -- outlined on Thesis and Dissertation Library checklist and examples in back of this book.

- E. Acknowledgements (if any).
- F. Table of contents with page references.

G. Body of thesis or dissertation. Double-space the body of the thesis or dissertation.

See specifications for typing -- outlined on Thesis and Dissertation Library Checklist and examples in back of this book.

H. Bibliography

I. Index (if present).

J. Final fly leaf (a blank page).

(Samples of the half title, title page, and approval sheet are included in the back of this volume.)

III. MASTER'S THESIS:

The original copy should be submitted to the UAMS Library for checking not later than ten class days before the degree is to be granted.

Two photocopied (or original and one photocopy) unbound copies of the Master's Thesis in prescribed form, on acceptable bond, with original signatures on the approval sheet, must be submitted to the UAMS Library Administrative Office before the date degree is to be granted.

The Graduate School does not require an abstract with the master's thesis.

DOCTORAL DISSERTATION:

The original copy should be submitted to the Library for checking not later than ten class days before the degree is to be granted.

Two photocopied (or original and one photocopy) unbound copies of the doctoral dissertation in prescribed form, on acceptable bond, with original signatures on the approval sheet, must be submitted to the UAMS Library Administrative Office before the date degree is to be granted.

In the case of a master's thesis or a doctoral dissertation, consult the major department for required number of copies.

IV. ABSTRACT OF DOCTORAL DISSERTATION

The abstract of a doctoral dissertation follows the same format as that of the dissertation except that the title page contains the words Abstract of dissertation submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy and it contains the approval sheet reading This abstract is approved by _____ (with typed signature beneath), the space being for the signature of the major

professor. A printed copy of 350 words or less (on prescribed high quality bond) of the abstract, approved by the major professor as suitable for publication, must accompany the dissertation when it is submitted to the UAMS Library. The abstract is independent of the dissertation, hence, the pages should not be numbered as part of the dissertation. (NOTE: When the candidate or major professor considers it advisable for the official abstract to exceed the 350 word limit, three copies of a longer version may be submitted, together with one copy of an abridgement of 350 words or less suitable for publication in Dissertation Abstracts.) The library has dissertations in the collection which may be checked out to use as guides.

V. PUBLICATION OF DISSERTATION AND ABSTRACTS

The University of Arkansas for Medical Sciences is participating in the Doctoral Dissertation Series project conducted by University Microfilms, Ann Arbor, Michigan. These are published in microfilm form, and copies are available from this firm. The abstract is published in the quarterly journal, Dissertation Abstracts.

All candidates for the doctor's degree are required to complete an agreement form at the time the dissertation is submitted to the UAMS Library except in those cases in which copyright clearance cannot be obtained. Copies of the agreement form are available in the UAMS Graduate School and should be returned to the Graduate School Office after the form is completed.

Dissertations may be copyrighted, if desired, at an additional charge. A bank cashiers check or money order for this charge should be made payable to University Microfilms, Inc., to accompany the dissertation. A separate page bearing copyright notice, as specified in the agreement form, must be provided. The UAMS Graduate office has the appropriate forms which includes the current cost for requesting copyrights.

VI. USE OF COPYRIGHTED MATERIAL IN DOCTORAL DISSERTATIONS

University Microfilms assumes no responsibility for direct quotations used without permission. When any copyrighted material is used extensively, that is, more than 150 words in a direct quotation, permission should be obtained from the copyright owner and so noted within the text of the document.

VII. OTHER DIRECTIONS AND SUGGESTIONS

- A. Photomount paper or dry-mounting tissue, available at photographic supply stores and most drug stores, should be used for mounting photographs, prints, etc., as needed. Application is made by means of a hot iron.
- B. Extra large charts, maps, etc., should be rolled and turned in with the thesis; proper folding will be done by the

bindery. Where a single fold is necessary, this should be made 1/4 inch from the outer edge.

- C. Page numbering may be top center, top right corner, or bottom as preferred, but consistency is essential. For bibliography, single space within the item and double space between items. Page numbering must be consecutive and care taken that no pages are skipped. All supplementary material (example: appendices) should be numbered as part of the thesis or dissertation.
- D. Duplication of the thesis or dissertation by means of quick copy is preferable but a photocopy is acceptable. Reproductions by means of Thermofax are not acceptable. Where photographs are used, proper developing and washing are essential.
- E. In some cases computer output paper trimmed to standard 8 1/2 x 11 inches may be included directly in the thesis or dissertations. Consultation with a member of the UAMS Library Administrative Office before inclusion of computer printouts is recommended.
- F. REMEMBER: The date of the thesis or dissertation on the title page must be that of the YEAR IN WHICH THE DEGREE IS AWARDED.

Proof read thoroughly.

VIII. For other matters of style and directions on preparation of final copy the student should consult the style sheet accepted in his specific field or one of the following:

- A. Turabian, Kate L. Manual for Writers of Term Papers, Theses, and Dissertations. Chicago: University of Chicago Press, most recent edition.
- B. Campbell, William Giles. Form and Style in Thesis Writing. Boston: Houghton Mifflin Company, most recent edition.
- C. The MLA Style Sheet, PMLA, most recent edition.
- D. Committee on Form and Style of the Conference of Biological Editors, Style Manual for Biological Journals, Washington, most recent edition.

These may be available in the University Bookstore. These works in no way supersede directions given above. They are very complete works and answer most of the questions confronting writers; other questions may be referred to the thesis or dissertation director.

IX. A short, one page, vita of the author is suggested, not required.
If included, this page should be placed last, following the
references.

THESIS AND DISSERTATION LIBRARY CHECKLIST

- _____ 1. Paper 8 1/2" x 11" 100% rag or cotton, watermarked
- _____ 2. Type - prefer elite or pica on typewriter; 10 or 12 point on word processor.
- _____ 3. Page numbers can be top center, top right corner, or bottom center but must be consistent throughout
- _____ 4. Margins-left 1 1/2", right 1", top 1", bottom 1" (Charts, graphs, and special tables may be different if permission of major advisor is attached)
- _____ 5. Arrangement of Thesis or dissertation

- a. Fly leaf (blank page)_____
- b. Half title (page bearing title only)_____ (must be centered 1/8" to right of center) (single space between lines, begin down 25 from top)
- c. Title page_____ (must be centered 1/8" to right of center)

_____ Title of thesis or dissertation (begin 12 lines from top) (single space between lines)

_____ Statement (begin 5 lines from last line of title)

For Master of Science thesis

A thesis submitted in partial fulfillment of the requirements for the degree of
Master of Science

For Master of Nursing Science thesis

A thesis submitted in partial fulfillment of requirements for the degree of
Master of Nursing Science

For Doctor of Philosophy dissertation

A dissertation submitted in partial fulfillment of the requirements for the degree of
Doctor of Philosophy

_____ By (5 lines from last line of statement)

_____ Full name of master's thesis author and previous degree (5 lines below "By")

_____ For master's thesis institution granting degree on line above, year (next line). For doctoral dissertation, degrees, institution granting degrees, year (one to a line)

_____ Year this degree is to be granted (9 lines from previous line)

_____ University of Arkansas for Medical Sciences (next line)

d. Approval sheet _____

_____ Statement (begin 12 lines from top, 2 1/2" from left side)

For master's thesis

This thesis is approved for recommendation to the Graduate Council

For doctoral dissertation

This dissertation is approved for recommendation to the Graduate Council

_____ Words "Major Professor" (4 lines below the last line)

_____ Line (3 lines from the above) needs original signature

_____ Typed name (next line)

_____ Words "Dissertation Committee": for doctoral dissertation or "Thesis Committee": for master's thesis (2 lines down)

_____ Line (3 lines from the above) needs original signature

_____ Typed name (next line) (Repeat last 2 items for each additional member of Committee with 3 lines between each 2)

e. Acknowledgement page (if any) _____

f. Table of contents page with page references _____

g. Body of thesis or dissertation _____

Double-space

h. Bibliography _____

Single space in items _____
Double space between items _____

- i. Index (not required) _____
- j. Final flyleaf (a blank page) _____

_____ 6. Abstract of Doctoral Dissertation (DO NOT NUMBER PAGES)

- a. Fly leaf (blank page) _____
- b. Half title (page bearing title only) _____
(must be centered 1/8" to right of center)
(single space between lines, begin down 25 lines from top)

- c. Title page _____
(must be centered 1/8" to right of center)

_____ Title of dissertation (begin 12 lines from top)
(single space between lines)

_____ Statement (begin 5 lines from last line of title)

Abstract of dissertation submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy

_____ By (5 lines from last line of statement)

_____ Full name of doctoral dissertation author (5 lines below "By")

_____ Degrees, institution granting degrees, year (next line down, one to a line)

_____ Year this degree is to be granted (9 lines from previous line)

_____ University of Arkansas for Medical Sciences (next line)

- d. Approval sheet _____

_____ Statement (Begin 15 lines from top, 2 1/2" from left side)

This abstract is approved by:

_____ Line (5 lines from the above) needs original signature

_____ Typed name (next line)

- e. Body of abstract _____
Center the word "Abstract" over the first page of the
350 word abstract.
- f. Final flyleaf (a blank page)

EXAMPLE OF HALF TITLE PAGE:

THE PREDICTIVE VALUE OF THE THURSTONE
PSYCHOLOGICAL EXAMINATION: RESULTS
OBTAINED WITH THREE FRESHMAN CLASSES
OF THE UNIVERSITY OF ARKANSAS FOR
MEDICAL SCIENCES

EXAMPLE OF TITLE PAGE FOR MASTER'S THESIS:

THE PREDICTIVE VALUE OF THE THURSTONE
PSYCHOLOGICAL EXAMINATION: RESULTS
OBTAINED WITH THREE FRESHMAN CLASSES
OF THE UNIVERSITY OF ARKANSAS FOR
MEDICAL SCIENCES

A thesis submitted in partial fulfillment of
the requirements for the degree of
Master of Science

By

JOHN HENRY JONES, B.S.
University of Missouri, 1984

1996
The University of Arkansas for Medical Sciences

EXAMPLE OF TITLE PAGE FOR DOCTORAL DISSERTATION:

THE PREDICTIVE VALUE OF THE THURSTONE
PSYCHOLOGICAL EXAMINATION: RESULTS
OBTAINED WITH THREE FRESHMAN CLASSES
OF THE UNIVERSITY OF ARKANSAS FOR
MEDICAL SCIENCES

A dissertation submitted in partial fulfillment
of the requirements for the degree of
Doctor of Philosophy

By

JOHN HENRY JONES
B.S., University of Missouri, 1982
M.S., University of Missouri, 1984

1996
The University of Arkansas for Medical Sciences

EXAMPLE OF APPROVAL SHEET FOR MASTER'S THESIS:

This thesis is approved
for recommendation to the
Graduate Council

Major Professor:

(Typed Name)

Thesis Committee:

(Typed Name)

(Typed Name)

(Typed Name)

EXAMPLE OF APPROVAL SHEET FOR DOCTORAL DISSERTATION:

This dissertation is approved
for recommendation to the
Graduate Council

Major Professor:

(Typed Name)

Dissertation Committee:

(Typed Name)

(Typed Name)

(Typed Name)

EXAMPLE OF TITLE PAGE FOR ABSTRACT OF DOCTORAL DISSERTATION:

THE PREDICTIVE VALUE OF THE THURSTONE
PSYCHOLOGICAL EXAMINATION: RESULTS
OBTAINED WITH THREE FRESHMAN CLASSES
OF THE UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES

Abstract of dissertation submitted in
partial fulfillment of the requirements for
the degree of Doctor of Philosophy

By

JOHN HENRY JONES
B.S., University of Missouri, 1982
M.S., University of Missouri, 1984

1996
The University of Arkansas for Medical Sciences

EXAMPLE OF APPROVAL SHEET FOR ABSTRACT OF DISSERTATION:

This abstract is approved by:

(Typed Name)