

**STYLE AND FORMAT REQUIREMENTS  
MASTERS OF SCIENCE THESIS**



The University of Wisconsin-Green Bay graduate programs in Applied Leadership for Teaching and Learning and Environmental Science and Policy require a thesis for a number of reasons. First, there is a long and honored tradition of the thesis as part of graduate education. Second, the thesis and its successful defense culminate and synthesize the graduate experience of course work, independent study and research. Finally, because the thesis requires original scholarly work, it adds to the sum of knowledge and demonstrates an important aspect of your competency. In addition, it is the thesis research and document that makes your academic program distinctive and unique.

Your thesis will become a part of the permanent collection of the University of Wisconsin-Green Bay Cofrin Library and may be widely circulated. Each year a special committee of the Graduate Faculty Board of Advisers selects one thesis from among all those completed during the year to receive the **Founders' Association Outstanding Thesis Award**, which may also be submitted for national awards. Theses are randomly selected for review by accreditation teams evaluating the graduate program and many are cited in various bibliographic services that bring them to the attention of a national or even an international audience. Therefore, your thesis document is a reflection of both you and the University. In that respect, these requirements are designed to assist you to produce a final document of high quality that meets accepted standards.

**ARRANGEMENT OF THESIS CONTENTS**

The specific contents of each thesis will vary, however, the sequence for the arrangement of major sections presented below must be followed.

1. FRONT FLYLEAF (blank page required)
2. THESIS TITLE AND APPROVAL PAGE (prepared by Graduate Office)
3. DEDICATION PAGE (optional)
4. ACKNOWLEDGMENTS PAGE (optional)
5. ABSTRACT (see sample attached)
6. TABLE OF CONTENTS (see sample attached)
7. LIST OF TABLES (if tables are used)
8. LIST OF FIGURES (if figures are used)

9. LIST OF PLATES (if plates are used)
10. TEXT (main body of the thesis subdivided as necessary)
11. REFERENCES
12. PLATES (if oversize and folded)
13. APPENDICES (contains material that supplements the text)
14. BACK FLYLEAF (blank page required)

<b>THESIS PREPARATION</b>
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### **PRINT**

The thesis must be printed in standard 12 point Times Roman font. Nonstandard fonts, such as script, will not be accepted. Lettering on graphs, maps, or other illustration must be clearly visible and generally not less than six-point in size. The print of the final copy of the document must be of letter quality. Laser printers are preferred.

### **PAPER**

The two copies required for the Cofrin Library must be printed on one side only on standard size (8 ½" x 11") sheets of white 20 lb. bond paper with at least 25% cotton content. Additional copies may be reproduced on any white bond paper. Please note that a blank front and back flyleaf of the appropriate paper are required for each bound copy.

### **SPACING**

The text of the thesis must be double-spaced. Footnote, endnotes and references are single spaced with double spacing between individual entries. Titles of tables and figures, and captions are single-spaced. Chapters or major sections must begin on a new page. The end of one subsection must be separated from the heading of the following subsection by **four spaces**.

## **HEADINGS AND SUBHEADINGS**

No specific system of heading is required, however, it is imperative that consistency is maintained throughout the document. The preferred method is that of numbered chapters, but other logical systems may be used. An example of a hierarchy of headings follows:

**MAJOR SECTION OR CHAPTER TITLE**

(ALL CAPITALS, CENTERED, TEXT FOLLOWS AFTER THREE LINES)

**Second Level Heading**

Capitals and lower case letters, left margin, text follows after two lines.

**Third Level Heading**

Capitals and lower case letters, left margin, underlined, text follows after two lines.

**Fourth Level Heading:**

Capital and lower case letters, left margin, underlined, colon, text follows after two lines.

**Fifth Level Heading:** Capital and lower case letters, left margin, text follows two spaces to the right of the colon.

**Major and Second Level Headings** must appear in the Table of Contents exactly as they appear in the text. Third order and lower level subheadings may be included at your discretion.

**All** subheadings of included levels must appear in the Table of Contents.

## **QUOTATIONS**

Quotations of less than four lines are enclosed with quotation marks and continue within the text. Extensive quotations of four or more lines are single spaced and indented without quotation marks as the example below...

Quotes of four or more lines are typed in block form, single-spaced, indented four spaces from the normal right and left margins, and are not enclosed in quotation marks. The first line of each paragraph is indented two additional spaces, so the line begins six spaces in from the left margin. Block-type, long quotes begin three spaces below the general text, and are separated from subsequent text by three spaces. (Miller and Taylor, 1989, p. 66)

## **INDENTATION**

The first line of each paragraph will be indented to begin on the 6th space. Block quotations are indented as described above.

## MARGINS

A margin of 1 1/2 inches must remain at the left side of each page to allow for room for binding. All other margins must be at least one inch. Right-justified margins are not acceptable.

## PAGINATION

Each page in the thesis must be assigned a number. Preliminary pages, those preceding the first page of text, are assigned lower case Roman numerals. The Title Page is counted as page i; however, the number does not appear on the page. The Abstract or Acknowledgments page, if included, is counted as page ii and the number appears in the upper right corner on that and each succeeding preliminary page. If a separate Dedication page is included, it follows the Title page and is numbered ii. (See arrangement of Thesis Contents, page 1.)

Arabic numerals are used to number all pages of the body of the thesis including text, references and appendices. All numbers should be placed in the upper right corner, at least 1/2 inch from both edges of the page.

## ABSTRACT

A **single-spaced** abstract of approximately 250 words is required. The abstract should be carefully prepared and provide a concise summary of the problem, methods, results, and conclusion. Your thesis title and name must appear on the abstract (see example provided).

## TABLES AND FIGURES

Figures and tables are best numbered consecutively throughout the text; however, they may be numbered consecutively in each chapter. For example, Figure 1.2 or Table 3.3. Both should be placed as close as possible to their first citation in the text which should be written beginning with a capital letter as in the sentence above. All tables and figures must be prepared on the same quality paper as the text and must conform to margin requirements. Tables or figures printed along the length of a page are oriented to be read from the unbound edge of the thesis. Margin requirements are maintained and the page number is placed in the upper right corner as on all other pages.

**Table I:** Master's Degrees

A table is used to present numerical or comparative data in a concise and understandable format (Table 1). Table numbers and titles are placed **above** the table with the bottom line two spaces above the first line of the table. Tables should be carefully proofed for accuracy, alignment of column entries, and legibility.

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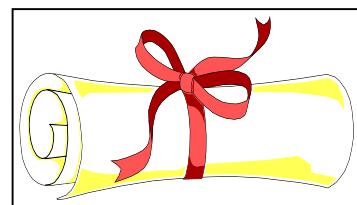
YEAR	STUDENTS	DEGREES
1997	103	25
1998	119	29

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A figure is used to illustrate nonverbal material referenced in the thesis (Figure 1). Figure numbers and captions are placed **below** the figure with the first line two spaces below the image. Diagrams, maps, charts, graphs, photographs, or other artwork are considered figures. Relatively

inexpensive methods, such as digital cameras, are available to directly reproduce photographs as good quality figures.

Leave three line spaces between the table or figure and the text above and below. Both may be positioned anywhere on a page. However, if the figure is near the top or bottom, either no text or at least two lines must appear.



## PLATES

**Figure 1: Your Diploma**

Illustrations larger than page size or reproduced on paper different from that of the text, for example, page size photographs, are considered plates. Page size plates may be spaced throughout the text at the appropriate places or collected following the Reference section. Oversize plates must be carefully folded to measure not more than 7"x10" with a 1 1/2" left margin to permit binding. If plates are used, a separate List of Plates must appear as a preliminary page and be listed in the Table of Contents.

## REFERENCES

The title, Bibliography, implies a comprehensive listing of works on a particular subject and therefore it is seldom used for most master's theses that list only those works actually cited in the text. Appropriate titles for this section are: References Cited; Selected Bibliography; or simply References. If sources used but not specifically cited in the text are listed, Literature Consulted or a similar title may be used, however, this is usually not necessary.

Because your thesis will review and incorporate information and concepts other than those from your own data, the sources must be credited or documented. Documentation means providing specific references to the origin of authoritative information you used to support your hypotheses and conclusions, so that each source can be identified and used by a reader.

There is no overall requirement other than consistency. Styles conforming to accepted professional practice in the appropriate field of study are generally acceptable. Extensive abbreviations recognized only by experts in a particular field and styles that eliminate titles or other information in the reference entries are not acceptable for your thesis. Accuracy and clarity are the primary concerns of documentation. Various style manuals and handbooks are available as guides if necessary.

Information from the Internet is becoming increasingly important and it is often difficult to know how to cite such sources. One of the obvious problems is that URLs frequently disappear or change with no automatic redirect to a new address. However, formal documentation of such sources is a necessary part of your work. Although formats for Internet citations are still developing, there are a number of sources available that provide guidance. An excellent site with links for most standard styles that is maintained and updated frequently by the University of Wisconsin Memorial Library in Madison is found at <http://memorial.library.wisc.edu/citing.htm>.

Documentation of sources in the text may be by Author-date citations (author's name,

publication date, and page numbers placed in the text) or by Parenthetical citations (author's name and page numbers placed in the text). Endnotes or Footnotes related to a series of consecutive numbers placed in the text may also be used, however, these methods are perhaps more cumbersome. Some fields, such as chemistry, allow for the use of a series of consecutive numbers to be placed in the text and related directly to entries in the List of References. All works cited in the text must be listed in the Reference section. Check carefully.

Entries in the Reference section are single-spaced and begin three spaces below the title on the first page. The first line of each entry is flush with the left margin with each additional line beginning on the sixth space. Entries are separated by two spaces. Entries are listed alphabetically, in most instances, by the author's last name except when the direct numbering system is used, in which case they are listed consecutively as they are cited in the text. Works by the same author are listed chronologically from the most recent to the oldest.

## **DUPLICATION**

Any method of reproduction that produces a clear, sharp and dark image is acceptable. Most candidates have their theses reproduced by a commercial printer. Theses may also be copied on the photocopy machines in the Cofrin Library or elsewhere. You must supply the appropriate paper for the required copies and carefully monitor the quality of the copies.

The Office of Graduate Studies will produce the Title Page to ensure consistency of format. Be sure to obtain the copy of your Title Page before you have copies of your thesis reproduced.

## **SUBMISSION REQUIREMENTS**

### **REQUIRED COPIES**

**Two copies of your thesis are required for the permanent collections of the UW-Green Bay Cofrin Library.** One copy will be shelved for circulation and one will be placed in the special collections. It is customary to supply the chair of your thesis committee with a bound copy as well. **In addition, a copy of the Title Page and the Abstract are required for the Office of Graduate Studies.**

You are responsible for the binding fee, which is currently \$13.75 per copy but subject to change. The two required copies and the bindery fee must be submitted to the Office of Graduate Studies to complete your degree requirements. If you wish to have additional copies bound, you must supply the copies and the appropriate binding fee at the same time. There is usually a delay of several months for binding and return of the copies. Be sure to leave an address and/or phone number with the Office of Graduate Studies so that you can be notified when the thesis is bound. Copies can be mailed upon receipt of postage.

## APPROVAL PROCEDURE

You should communicate with your committee chair and other committee members to insure they can review drafts of your thesis and that you can make any required changes in time to meet existing deadlines. It is your responsibility to schedule your defense early enough to complete revisions and meet deadlines.

After your defense, the thesis, revised as required by the committee, and the signed GR-4 Form are brought to the Office of Graduate Studies for a format check. The Associate Dean will review the document and either accept it or require final corrections. This review must be accomplished before multiple copies are produced and delivered to the Office of Graduate Studies.

## DEADLINE DATES

In order for your degree to be officially conferred, the required copies of your thesis and the extra copy of the Title Page and Abstract, submitted on the appropriate paper, must be reviewed and accepted by the Associate Dean on or before the TENTH WORKING DAY AFTER THE LAST DAY OF CLASSES IN A TERM. The Graduate Faculty and the Office of Graduate Studies are ready to encourage and assist you in preparing a high quality thesis; however, late submissions may not gain the required approvals in time to meet University graduation deadlines. If the final copy of your thesis is not completed on time, your degree will be delayed until the following term. Consult the current Graduate Catalog and the Office of Graduate Studies for specific dates and additional information about graduation procedures.

***You are encouraged to take part in the Commencement ceremony to receive the congratulations of your committee chair and the rest of the university community.***

## EXAMPLES ATTACHED

Abstract  
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## ABSTRACT

### THE SUCCESSFUL AND UNSUCCESSFUL COMPONENTS OF A SUSTAINABLE COMMUNITY: A CASE STUDY OF THE TOWN OF DUNN AND TOWN OF GRAND CHUTE, WISCONSIN

(Your Name Here)

The concept of sustainable community development is a new idea among communities worldwide which are striving to reach a state of sustainability. Sustainable development was mentioned in the late 1970's and early 1980's and then forgotten until it was reiterated in the early 1990's. It will more than likely continue to be a community theme well into the future. There have been numerous attempts to define sustainable community development from the first United Nations Conference on Human Environment in 1972 to the United Nations World Commission on Environment and Development in 1987, during the 1992 Earth Summit, and more recently the work of the President's Council on Sustainable Development.

Creating a sustainable community can be a difficult task not only because it is a new idea but because every community is different in terms of its environmental, social, and economic components. Finding the correct balance among these components is critical for a community to progress in a direction of sustainability. However, despite these challenges, several communities worldwide have moved in a more sustainable direction. Waitakere City, New Zealand, and Seattle, Washington, are two good examples of the sustainable community movement.

Using the three components of sustainable community development, both the towns of Dunn and Grand Chute have been critiqued. This involves weighing the town's status as to where they stand in achieving a sustainable balance among environmental, social, and economic aspects of sustainable community development. Both municipalities were also critiqued using sustainability indicators for each component of sustainable development and then ranked using a "sustainability meter" to indicate the rank each community earned for a particular indicator and component. The conclusion is that the Town of Dunn is more sustainable environmentally but not economically when compared to the Town of Grand Chute. Overall, the towns of Dunn and Grand Chute are very close in sustainability rank for the social and economic components.

Many factors play a role in Dunn's sustainability success. These include their early adoption of a land use plan, a very successful PDR program, and strong land use regulations. On the other hand, Grand Chute only recently adopted a land use plan well after major developments were established in the town and it still continues to struggle with the hardships of allowing major development to occur without strict land use measures.