



FORMATTING REQUIREMENTS

PREPARATION AND FILING OF DISSERTATIONS & THESES

Office of Student and Academic Services

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CHAPTER 1

GENERAL REQUIREMENTS

The University of North Texas Health Science Center (UNTHSC) School of Public Health (SPH) Formatting Requirements manual guides you in preparing and submitting dissertations and theses to the School of Public Health. (The term *thesis* will be used generically hereafter to refer to both dissertations and theses.)

The style and format of your thesis should follow the criteria established in the most recent edition (5th) of the *Publication Manual of the American Psychological Association* (herein referenced as the *APA Style Manual*). If you have questions regarding style and cannot find the answer, you should consult the SPH Office of Student and Academic Services and/or Academic Support in the Division of Student Affairs.

You should not use styles found in past thesis submissions. Changes in the *APA Style Manual* may have rendered past practices obsolete. You are encouraged to consult the SPH Office of Student and Academic Services and Academic Support in the Division of Student Affairs throughout the thesis writing process. The staff may review your thesis for use of proper formatting and style.

Journal Styles

If you are submitting a thesis for publication in a journal, you may request permission from your major professor to submit the publication in the appropriate journal format in lieu of the traditional thesis format. If you exercise this option, you will be required to submit written documentation of the journal style used and a letter of consent to use the journal style from

your Department Chair. All traditional theses and dissertations must be written according to the *APA Style Manual*.

Human Subjects

All studies collecting data and information via human subjects, whether collected directly or indirectly, must receive approval from the Institutional Review Board for Human Subjects Research. See the Office of Institutional Research for more information. The approval information will need to be included in the thesis document submitted to the School of Public Health following the defense.

CHAPTER 2

PREPARATION OF THE THESIS

Type of Paper

All final copies of the thesis, including the signature flies and the abstract to be submitted to UNT Health Science Center School of Public Health must be typed or printed on high-quality, durable, white, acid-free, 8½ by 11 inches sized paper of 20-pound weight (hereafter referred to as *thesis paper* or *thesis bond*). Thesis paper must be at least 25% cotton. In some circumstances heavier weight paper is acceptable, but under no circumstances will lighter weight paper be approved. Erasable or coated papers (e.g., Corrasable bond paper) may NOT be used.

If printing your thesis from a personal computer, you must print the document directly onto thesis paper for binding. Use only a laser printer.

Software

All theses and dissertations must also be submitted electronically. The electronic submission process requires the document format to be submitted on a CD-R in two forms: Microsoft Word (e.g., mydissertation.doc) and Adobe Acrobat (e.g., mydissertation.pdf).

Font

A *12-point text font* should be used for all text in all paragraphs. The same typeface must be used throughout the text, including all figures and tables. However, for fitting tables and figures onto a single page, a 10-point or 11-point font may be used.

Font styles should be selected for clarity. Under no circumstances should script fonts be used. In all cases, print should be uniform and black. Print which fades or varies in size and image quality will be rejected.

Use ragged left-alignment for document text (i.e., the style of alignment used through out this formatting manual). Justified right margins are generally forbidden. Hyphenation of words at the ends of lines is acceptable, as long as it is not overused.

The only exceptions for the font rules involve documents included in an appendix. Appendices consisting of original documents not available in an electronic format should be scanned and saved as *.JPG* or *.PDF* files, imported into the electronic thesis document, and formatted appropriately to fit within the page margins into which such are pasted.

Margins

Margins of your thesis pages (except where otherwise stated in the instructions for the ABSTRACT) should be formatted as follows:

LEFT:	1½ inches	RIGHT:	1 inch
TOP:	1½ inches	BOTTOM:	1 inch

Spacing of Text

Text must be double spaced, yielding 21 to 23 lines of double-spaced print per page. If possible, avoid beginning the first line of a new paragraph at the bottom of a page or ending the last line of a paragraph at the top of the next page. Make your best effort to set up at least 2 full lines of paragraph text at the top or bottom of your document pages. Avoid large expanses of white space within chapters. Remember, your printed document

in its bound form is a final, complete publication. You want it to appear in its best and most readable form.

Do not use a running head with your page numbering or an abbreviated title in the page header printed at the top of your pages as you might when preparing a manuscript for a published article.

Authors sometimes find that particular word processing programs possess default mechanisms which conflict with the *APA Style Manual*. Such programs can generally be adjusted to produce acceptable text by turning off the widow/orphan control features of your word processing application.

Page Numbering

Every page should bear a number except the title page, the abstract, and the title fly (e.g., signature page). The title fly and abstract are not counted as numbered pages in the document.

The title page is counted as part of the page numbering but does not show its page number. The title page is counted as page “i” of the front matter or preliminary pages.

For the remaining preliminary pages (including the copyright page, ACKNOWLEDGMENTS, TABLE OF CONTENTS, LIST OF TABLES, and LIST OF ILLUSTRATIONS), lower case Roman numerals (ii, iii, iv, v, etc.) should appear in the center bottom footer of the page, ½-inch from the bottom edge of the paper.

All body of text pages (meaning all pages throughout Chapters 1 through 5), your references, and the appendices, should be numbered with Arabic numerals (e.g., 1, 2, 3, etc.) using the center bottom footer, ½-inch from the bottom of each page.

CHAPTER 3

CONTENTS OF THE THESIS

Order of Arrangement

The following order of arrangement should be observed:

1. Two Flyleaves (blank sheets of paper)
2. Abstract
3. Title Fly (signature page)
4. Title Page (page number *i*)
5. Copyright Notice (if used; page number *ii*)
6. Acknowledgment(s) (if used)
7. Preface (if used)
8. Table of Contents
9. List of Tables
10. List of Illustrations (or Figures)
11. Body of the Thesis
12. Bibliography or References (as appropriate)
13. Appendix or Appendices (if used)
14. Two Flyleaves (blank sheets of paper).

Flyleaves

Each bound copy of the thesis must contain four flyleaves (blank sheets of thesis quality paper), two blank sheets before the abstract and two blank sheets following the last page of the bibliography or appendix. Remember, all pages, blank or otherwise, must be submitted on appropriate thesis bond paper.

Abstract

The preparation of the abstract is addressed in Chapter 6 of this manual.

Title Fly (Signature Page)

The first printed page of the document is the signature page and is known as the *title fly*. The title fly contains the title of the thesis appearing 1½ inches from the top of the page in ALL CAPITALS and double-spaced. When the title is longer than one line, present it in an inverted pyramid form (see the appendices for an example). The thesis title should not be underlined nor should it appear in boldface. After the title's last line, a blank line space should be used to separate the line with the author's name and degrees from the title of the thesis.

If your thesis title contains within it the title of a published source, that portion of your title should be italicized. Scientific terms such as genus and species names are exceptions to the rule requiring all capitals and should be treated as they are normally treated in scientific literature.

The title fly contains printed lines for the signatures of the major professor, committee members, department chair, and dean of the school. The proper names of individual committee members will not be typed on the title fly. Only generic headings (*Committee Member*, etc.) should appear under the signature lines. All signatures must be written using **BLACK INK**. For an example of a title fly page and more specific instructions, see the appendices.

An original title fly, including original black-ink written committee signatures, should be made for each copy of the document you submit. You will not, personally, obtain the dean's signature on any of the five original title fly pages. The dean signs the form after you have filed your thesis in the SPH Office of Student and Academic Services.

Title Page

The placement and layout of the title on title page, which follows the title fly, must exactly match that of the title fly. The title is followed on the next line by the words *DISSERTATION* or *THESIS* as appropriate. On subsequent lines, you type (note: each line is separated by a semicolon in this list): *Presented to the School of Public Health; University of North Texas; Health Science Center at Fort Worth; in Partial Fulfillment of the Requirements; for the Degree of; <Insert Doctor or Master> of Public Health; By; <Insert your name and degrees>; Fort Worth, Texas;* followed by the graduation date (month and year) as represented on your official transcripts. An example of a title page is found in the Appendix.

Do not put a page number on this page. However, the title page is the first numbered page of the document, even though the number does not appear. Count the title page as Roman number "i."

Copyright Notice

If the author applies for copyright, a page bearing the page number *ii*, must immediately follow the title page. Vertically and horizontally center the double-spaced text in three lines: copyright by, author's full name, and year. An example copyright notice is

provided in the appendices. Reference the statement on "Securing Copyright" for further information.

Acknowledgments

One printed page for making acknowledgments is permitted if you, the author, wish to include one. Acknowledgements are not required, but when presented, must conform to the requirements listed here. The diction and contents of any acknowledgments must be restrained and appropriate to scholarly work. Keep the language active and concise.

The word *ACKNOWLEDGMENT* (or *ACKNOWLEDGMENTS*, if appropriate) should appear 1½ inches from the top of the sheet and should be at least double spaced. The bottom footer must show the appropriate Roman numeral page number (see "Page Numbering" above).

A list of circumstances that could call for a printed acknowledgment is presented below. If you, as the author, believe you need to acknowledge a circumstance not included in this list, check with the SPH Office of Student and Academic Services and/or your major professor for direction.

1. You may acknowledge when the research reported by the thesis was funded in whole or in part by an agency independent of UNT (for example, the National Science Foundation, National Institutes of Health, another agency of the state of Texas, or a private foundation).

2. You may acknowledge assistance you received from a faculty member of another institution or from a scientist or scientific establishment not a part of UNT Health Science Center.

3. You may acknowledge assistance you believe you received from specific individuals or professionals either within or outside of the UNT Health Science Center.

It is not appropriate to acknowledge general organizations or associations for their recognition of your work (i.e., awards for outstanding student presentations, etc.).

Provide such recognitions on your resume or vita.

A separate dedication page is not permitted; any dedications must be made within the body of the acknowledgements page and content.

Table of Contents, List of Tables, List of Illustrations (or Figures)

A table of contents must be included in any thesis, which is divided into chapters. The list of tables and list of illustrations (or figures) should be included in the preliminary pages as needed. If a thesis does not include any figures, do not include a list of figures, but if a figure is represented in the thesis, include a list of figures. For a sample table of contents, the form of which may be adapted for lists of figures, tables, etc., see the Appendices.

All tables, etc., should be numbered consecutively, such as Table 1, Table 2, Figure 1, Figure 2, throughout the document. Table 1 may appear in Chapter 1, and Table 2 may appear in Chapter 4. If tables, figures, illustrations, or other material are placed in

an appendix, the appendix should be included as an item in the table of contents. Such items do not appear in the lists of tables or figures.

Body of the Thesis

All theses submitted to the School of Public Health are divided into five chapters. Generally, theses containing 50 or more pages of text (excluding all pages before the first page of the first chapter and after the last page of the last chapter) should be divided into chapters.

The first page of each chapter should be headed according to *APA Style Manual* with the level 5 heading (see Appendices for an example). Level 5 is a centered all caps heading. Also use level 5 for the next line of the chapter title. All chapters and their first level of headings must be included in the table of contents (see Appendices).

Of particular importance is the following: each chapter of the thesis is considered a separate entity. Therefore, you must be consistent with your use of subheading levels, long references, and acronyms. You must also clarify acronyms and other reoccurring term uses in every chapter.

Headings for Chapters and Major Divisions

Every major division in the thesis (PREFACE, INTRODUCTION, CHAPTER, BIBLIOGRAPHY) should begin on a new page which carries the heading with every word typed in capitals (per *APA Style Manual* Level 5 heading style) and is centered 1½ inches from the top of the sheet. The word CHAPTER and the number either in capitalized Roman numerals or in Arabic numerals should occupy the first line of the

chapter heading. Between the lines carrying the chapter number and the first line of the chapter title text, there should be a double space.

If the chapter title text is longer than one line, divide and center the title using inverted pyramid form with double spacing between the lines of the title text. Do not underline nor boldface. Do not use end punctuation for chapter or level 5 headings. For the line following the end of the title text, use another double space before beginning the first line of text or the first subheading for the chapter content itself (see example in the Appendices).

Headings and Subtitles within Chapters

Authors should follow the *APA Style Manual* for arranging the subtitles or subheadings within the chapters. The chapter title is the only title which may appear in all capitals. The author, in conjunction with the major professor or committee, should agree upon what levels of headings should be used and the author must consistently use the agreed upon levels. For example, for the major headings within a chapter, the author may choose *APA Style Manual* Level 1 (centered, regular, and double spaced); for subheadings within a Level 1 section, the author may choose to use either Level 2 (centered, italicized, double spaced) or Level 3 (left aligned, italicized, double spaced); and so forth. Level 4 is unique, so consult the *APA Style Manual* in order to present it correctly.

If the thesis is not divided into chapters because it follows a specific journal's requirements, the thesis title as well as that of the table of contents, bibliography, and other general sections should appear for the School of Public Health in all capitals, and

headings such as *materials*, *methods*, and *results* should be treated according to *APA Style Manual* Level 2 headings (centered, italicized, and double spaced).

Tables and Figures

For tables and figures, follow the guidelines for captions, layout, ruling, spacing, continuing, etc., in the *APA Style Manual*, pages 147-201. The font size and typeface of all tables and figure captions must be consistent with that of the body of the thesis. All table and figure captions and headings must appear as 12 point font size. All tables and figures must be introduced in the text before the table or figure is presented in the document (see *APA Style Manual* for examples). Avoid presenting any captions and legends for tables and figures on the pages preceding the actual graphs; consider the title, caption, or legend to be part of any figure's or table's presentation. Figures are generally captioned below the figure in APA style, but for consistency of presentation in the thesis, they may be presented the same way as tables are presented for the School of Public Health's purposes. Authors are expected to be consistent.

It is acceptable to reduce table text size (preferably no smaller than 10 point font) and illustration or figure size, if necessary, to keep the material's presentation within margin guidelines. Notes appearing below tables or figures may be printed in 10 point font size to avoid confusing the text with the document's main text; such notes should be left aligned and also be double spaced.

Tables and figures may be incorporated into the text of the thesis or may appear on separate pages. Incorporating them into the text reduces the amount of unwanted white space on printed pages.

Be sure to give full source citation according to the rules of the *APA Style Manual* in the table or figure notes for all borrowed material in tables and figures. Remember that statistical symbols using English lettering, such as *N*, *p*, *R*, etc., are generally italicized both in tables and text; however statistical symbols using Greek lettering, such as α , β , χ^2 , etc., appear in regular font style.

Tables may be continued from one page to the next or presented on the page in landscape format as space needs require. Avoid rolling tables and figures onto more than one page, if at all possible. Tables larger than one page may be formatted into multiple tables as the content allows. Tables that are wider than portrait formatting may be presented on a landscape page.

References or Bibliography

The concluding section of the thesis is traditionally called a *bibliography*, literally a description of books. The term bibliography is commonly used to refer to many different kinds of book lists. Theses often refer to materials not in books. Therefore, the term *References*, suggesting the reference list has been cross checked with all text citations, provides a more accurate heading for the concluding section of your thesis.

The School of Public Health requires the References to contain only works specifically cited in the thesis. The bibliography or reference list precedes the appendix and is paginated serially with the body of the thesis.

Appendix or Appendices

It may be necessary or desirable to include various items in an appendix, which

should follow the reference list. The appendix should be listed in the table of contents, following the final chapter listing. In general, it is preferable not to make many distinctions between related or similar items in the appendix; however, if a number of different types of items are included as appendices, they may be identified as APPENDIX A, APPENDIX B, and so on.

Original letters, questionnaires, testing instruments, etc., should therefore be scanned and included in the electronic document as well as photocopied onto thesis paper and numbered accordingly (see the section below on "Use of Copyrighted Material"). The margins of these original items may sometimes not be the same as those prescribed for the body of the thesis. Therefore, oversize document inserts should be reduced on a reducing photocopier or during the electronic conversion/scanning process in order to keep items in the appendix within the margin requirements

Items in the appendix, printed forms, questionnaires, computer-produced tables, and the like, may differ in type face and format from the body of the thesis, though any appendix title page should use the same font as the font used throughout the dissertation. If photocopied documents in the appendix already contain page numbers, the page number for the thesis may be put into brackets. The continuous page number for all appendix pages should appear in the bottom center of each appendix page formatted in portrait style.

It is suggested that if many tables not directly relevant to the text are to be included in the thesis, they should be part of an appendix and should be referenced somewhere in the body of the thesis. All tables, illustrations, examples, etc., included in

the appendix should be numbered in series following those presented in the body of the text. Therefore, if tables, figures, illustrations, or other material are placed in an appendix, they are to be listed by the associated appendix title and should not be included the list of tables, figures, illustrations, etc. It is not necessary to indicate in the list of tables the fact that some of the material appears in the appendix. The tables should conform to the *APA Style Manual* (pp. 147-201).

Each appendix should be preceded by a title page, on which the Level 5 heading APPENDIX with its associated lettering order is typed, centered, in all capitals. If appendices are individually identified, a title page should be provided for each, bearing the appropriate identification: APPENDIX A, etc. Please note that these pages are numbered in accordance with the thesis body. Individual titles for each appendix are double spaced below the appendix heading.

CHAPTER 4

STYLE

Assistance for Good Writing

Thesis writers are encouraged to consult reliable guides to English usage if they need help in deciding questions of grammar, sentence structure, style, etc. Chapter 2 of the *APA Style Manual* addresses matters of grammar and word usage. If you follow this guide as part of the entire repertoire of APA style, you enable yourself to write with less conflict and with a more scholarly voice.

If you need further writing assistance, other books are readily available. The *Harbrace College Handbook* is a helpful resource found in bookstores. *Webster's New Collegiate Dictionary* is generally accepted as a guide to current American conventions of usage and spelling.

Use of Personal Titles

Titles such as *Mr.*, *Mrs.*, *Dr.*, *Dean*, and *Professor* ordinarily should not be used in the text of the thesis. Refer to other authors, researchers, and individuals by last name only. Additionally, it is not common or scholarly to refer to the city, state, university, or institution by name associated with an individual to which you refer in a paragraph. Typically, you will only write the last name and the associated year of publication needed for making the reference.

Gender References

The *APA Style Manual* addresses this matter. In accordance with modern practice, thesis writers should attempt to avoid the use of masculine pronouns (*he, him, his*) when referring to people in general. It is preferable to always reference material, pronouns, and people in the plural form (*they, their, people, participants, subjects, etc.*). Using terms in such contexts negates choosing between masculine and feminine gender. *He or she* and *him or her* are sometimes necessary, but should not be over used. Often sentences can be rephrased to avoid the need for specific pronoun references. Avoid using *he/she, him/her,* and *s/he* as these forms have not ever gained acceptance in most formal writing.

A Few Matters of Usage

An academic thesis is the work of one person, its author. Thus, when referring to himself or herself, the author should use the word *I*. Avoid the use of *we* unless the persons included are clearly identified. The *APA Style Manual* addresses this issue.

Writers are often cautioned to avoid overuse of the first personal pronoun, *I*. This is good advice, but substitution of the plural *we* is never a satisfactory alternative, and often use of the passive voice (e.g., "it was found...") is awkward, cumbersome, and ambiguous. Judicious use of *I* will resolve most of these difficulties.

Use of first-person plural pronouns (*we, us, our*) is stylistically appropriate when the writer is, figuratively, leading the reader through a process of logical reasoning. Do not, however, in any scholarly writing, ever write in the second person informal form using the word *you* to denote a generalization or hypothetical case.

A thesis presents a completed argument or research project, while a proposal presents a future project. Avoid future tense in contexts referring to procedure and method (e.g., "This dissertation will consist of six chapters..." or, "We shall see later how this procedure terminates..."). Such contexts are generally better served by present or present perfect tense (e.g., "I have argued against this view in Chapter III."). Use the past tense in the majority of sentences related to the procedures, processes, methods, and results.

An argument or a study is not a human being and should not be referred to as though it possesses human capabilities or attributes. Such writing is termed anthropomorphism and demonstrates poor command of the English language. As explained in the *APA Style Manual*, "A research project cannot *attempt to demonstrate, control unwanted variables, or interpret findings*" (p. 35). Judicious use of *I* can help writers avoid such illogical statements and acknowledge accountability for their results and conclusions.

Lastly, merely rhetorical use of quotation marks and italics for emphasis are often redundant and should not be employed.

Use of Copyrighted Material

As the author, you are discouraged from including copyrighted material (printed tests and measuring instruments, reprints of copyrighted articles, etc.) in the appendix to the thesis, since previously published material is available to the reader. Moreover, use of copyrighted materials without permission of the copyright holder constitutes plagiarism.

Therefore, such materials will not be reproduced in the microfilmed thesis. If a genuine need to include copyrighted material exists, you are responsible for securing the copyright holder's permission and must add the proper copyright notice at the bottom of the first page of all copyrighted materials (e.g., "Copyright 19__ by John Doe. Used by permission.").

CHAPTER 5

DOCUMENTATION

When to Cite and Why

Sources are always cited. The best way to honor the work of those who precede you is to recognize them by name in your writing. In practice, authors should reference whatever they do not know by their own pre-existing knowledge. Reference all sources when you paraphrase, quote, borrow ideas, and use any information from primary and secondary sources. Reference sources accordingly for each sentence to which the reference may apply. Reference sources within the sentence to which the attribution, or citation, to the source applies.

Common knowledge, that which an author and an audience know jointly of their own knowledge, is generally exempt from citation. However, the extent to which a thesis or other scholarly document addresses a single field or a broad scholarly audience is problematic. Your best bet involves clarification and attribution to the originator of the information. By attributing authorship according to sentence, the document will repeat authors' names and ensure clarity.

Avoid generic references in text to "the author," "the researcher," or "researchers." Such references may be confusing or misleading. Additionally, such references may reduce the likelihood of appropriate citations in the text. It is much better to write sentences in active voice referencing the authors' names in the text. For example, you may desire to write: *Thomas (1997) reported the use of sun block reduced over*

exposure to UV rays. In the situation where you want to refer to the results or conclusions of several studies conducted over time, you need to use the “rule of three” which means cite three sources whenever you want to say “researchers,” “in studies,” etc. For instance, such a reference may appear as follows: *Much evidence for the negative effects of UV rays exists in the literature (Bones, 2007; Kettering & Mallice, 1995; Sparling, 2001).*

Bottom line: distinguish scrupulously between your own language and the language derived from referenced sources.

Plagiarism

Plagiarism entails the use of borrowed material, whether information, ideas, or languages, without appropriate acknowledgment. Such acknowledgment includes quotations, paraphrases, and proper citing of sources. Paraphrased material should always reflect the intent of its author. Verbatim references or direct quotes should be placed in quotation marks. Indirect quotations should be identified clearly as such. Authors of material both paraphrased and quoted should always be acknowledged clearly by name, year, and if quoted, by page number or electronic website paragraph number.

Plagiarism and other types of academic misconduct are described and assessed under the UNT Health Science Center’s (2005) Code of Student Conduct and Discipline.

Plagiarism is defined by the following statement:

The term "plagiarism" includes, but is not limited to:

- a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement and

- b. the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials. (UNT Health Science Center, p. 35)

Penalties for plagiarism or academic misconduct may be assigned by faculty members.

Penalty options include reduced or failing grades for specific projects or assignments, additional academic work not required of others, failing course grades, or when appropriate, denial of graduation. Plagiarism constitutes serious professional misconduct.

Graduate authors are responsible for making themselves aware of the definitions and implications of academic misconduct. For further information about the penalties and appeal procedures for plagiarism or academic misconduct at the Health Science Center consult the UNT Health Science Center Student Handbook (2005). For further information about avoiding plagiarism, contact the SPH Office of Student and Academic Services, the Division of Student Affairs, the Office of Academic Support, resources available at Lewis Library's website, your professors, or your advisors.

Avoiding Common Errors in Citing Sources

Use the *APA Style Manual* as your guide to properly citing authors, reports, documents, and legal materials. The following are just a few simple examples of how you can cite your sources in the text (italics are used here for emphasis, but citations should not be made using italics in your document):

1. *Homas (1997) reported the use of sun block reduced over exposure to UV rays.*

The example is a simple single author citation.

2. *Much evidence for the negative effects of UV rays exists in the literature (Bones, 2007; Kettering & Mallice, 1995; Sparling, 2001).* This example is a common multiple source, multiple author example. Notice in the second example, each of the three sources is listed in alphabetical order by the first author's last name. Always follow this example when citing multiple sources inside one set of parentheses by using **alpha order**, not date of publication.

3. *Kettering and Mallice (1995) showed the negative effects of UV rays.* When citing multiple authors in the text and using the author's names as part of the sentence structure, do not use the ampersand (&) symbol.

4. *UV rays have negative effects (Kettering & Mallice, 1995).* When citing multiple authors within parentheses, use the ampersand (&) symbol.

5. First reference in the text for three, four, or five authors should appear this way: *(Nemo, Smart, & Zeph, 1989)*. Second and subsequent references for same trio should look like this: *(Nemo et al., 1989)*. Notice the following for using "et al." when there are three to five authors: Do not use a comma between the first author's name and the et al. term.

6. First reference in the text for six or more authors (let's say they are Smart, Zeph, Nemo, Junio, Leo, & Star), do the following: *Smart, Zeph, Nemo, et al. (1989)*. For subsequent citations, do this: *Smart, et al. (1989)*. Note for six or more authors, use a comma to indicate the large number of authors between the first author's last name and the et al. See page 209 of the *APA Style Manual* for details.

CHAPTER 6

PREPARATION OF THE ABSTRACT

An abstract of the thesis or dissertation must be prepared, initialed in black ink in the upper right-hand corner by the major professor, and filed in the School of Public Health's Office of Student and Academic Services with the thesis. Abstracts are not required for professional reports.

The entire **dissertation abstract** document must contain **no more than 350 words**, including all words in the general heading. The entire **thesis abstract** document must contain **no more than 150 words**, including all words in the general heading. The abstract must begin 2 inches from the top of the page and must be double spaced. Its content may include a statement of the problem, the organization of the thesis, the content treated in each chapter or division, sources of data, findings, conclusions, and recommendations, if any. Numbers are counted as words. Hyphenated-words count as 2 complete words. Each acronym, initial, and abbreviation counts as 1 word. A sample abstract can be found in the appendices. The pages of the abstract are not numbered. Do not use notes, textual references, or subheadings in the abstract.

The abstract heading contains the author's name (surname first), degree, major, and graduation date; the thesis title; the number of pages, tables, illustrations, etc.; and the number of titles included in the references. **The thesis title is underlined in the abstract heading. If the underlined title of the thesis contains an italicized title or term, this item should *not* be underlined (in order to indicate italics).**

A copy of the abstract should be submitted with each copy of the thesis to be bound, **plus one additional copy to be sent to the abstract publisher.** Only the original, initialed abstract must be submitted with the reading copy when the thesis is filed. Since a copy of the abstract is bound with each thesis copy, abstracts should be prepared in the same type and on the same paper as the thesis itself. The extra copy of the abstract that will be sent to the abstract publisher should be included in the original filing envelope when final copies are submitted to the Office of Student and Academic Services.

The margins for the abstract are as follows:

LEFT: 1½ inches

TOP: 2 inches on first page & 1½ inches on next page

RIGHT: 1 inch

BOTTOM: 1 inch

CHAPTER 7

REVISING, FILING, AND COPYING THE THESIS

When to File

After the final presentation (sometimes referred to as the defense), all changes and revisions required by the supervising committee must be made before the thesis is submitted to the HSC Division of Student Affairs Office of Academic Support for the **official, final formatting review**. Prior to submitting all graduation materials to the SPH Office of Student and Academic Services (OSAS), submit your thesis to Academic Support for a general review, format advisement, and permission to submit the final document in your graduation packet.

Once all formatting corrections have been made, submit the completed thesis to the School of Public Health prior to the published graduation deadline (see academic calendar). Be sure to obtain original signatures on all title flies (which, as a reminder, are printed on thesis-quality paper) to be submitted with copies. The signatures must be in black ink. All committee members and your Department Chair must have signed all title flies. It is your responsibility as the author to secure these signatures.

The deadlines for initial filing are published yearly in the academic calendar which appears in the SPH Catalog and on the SPH website. This information is also furnished to all graduating authors as part of the application for graduation. **Theses submitted after filing deadlines will not qualify their authors for graduation at close of semester.** When all copies are received by the School of Public Health as ready for binding and

accompanied by signed title flies, the thesis will be considered officially filed. The date of such receipt is the official filing date.

Binding and Microfilming Fees

Fees for binding, microfilming, and abstract publication are outlined in the graduation procedures. All graduation fees must be paid in full at the time the graduation packet is filed with OSAS.

Securing Copyright

The microfilming service company will secure copyright for theses and if the author desires it. The appropriate section of the microfilm agreement must be completed, and the copyright fee must be paid at the time graduation fees are paid. The copyright agreement gives University Microfilms the right to make and sell photocopies of the document as microfilmed, and a small royalty is paid if the number of photocopies sold exceeds a given number. This agreement does not give University Microfilm International, or anyone else, any rights to reprint and sell the thesis in any form except photocopy; if the thesis is later revised for publication by the author, legal rights will be protected by a new copyright on the revised text. Ordinarily, authors are not encouraged to secure copyright, since the expense is seldom justified by the benefits.

Filing the Thesis

After revisions are made and have been approved by the advisory committee, the binding copies are prepared. Each page of each copy must be on thesis bond. All pages of

each copy must be on the same brand of paper. However, it is not necessary that all copies of the thesis be made on the same brand of paper.

The author is responsible for checking all pages of each copy to make sure no pages are omitted and all copies are clear and readable. Any copying source desired may be used, as long as the above specifications are observed. Before returning photocopies to the SPH Office of Student and Academic Services, follow the procedures for graduation sent by mail after submitting the intent to graduate form.

Remember, the procedures require you to submit a minimum of 5 copies of your thesis on thesis quality bond paper and do follow the procedures for graduation you receive in the mail. Copies of your document will be sent to the bindery after your graduation, regardless of filing date. Binding of documents usually requires the entire semester following graduation. Oversized manuscripts and special bindings may take longer than the usual period for completion.

Electronic Filing

All theses and dissertations must be filed electronically for publication by University Microfilms Incorporated (UMI). The entire document must be saved on a CD-R using both Microsoft Word (.DOC) and Adobe Acrobat (.PDF). If you need technology assistance, contact the Lewis Library staff. The staff will provide assistance for helping you to download the document to your CD-R appropriately. Follow the procedures for graduation specifying how to submit your thesis via CD-R.

If there is proprietary information that you do not want released on the Internet, you must notify the School of Public Health in writing to withhold electronic filing until patent or copyright has been approved. You as the author must submit notification of such approval in writing to the SPH Office of Student and Academic Services.

APPENDICES

APPENDIX A

This is a sample APPENDIX cover sheet. In the case of multiple appendices, each must have a cover sheet, designating APPENDIX A, B, C, etc.

APPENDIX

UV RADIATION EXPOSURE GRAPHS

APPENDIX B

SAMPLE ABSTRACT

APPENDIX B

SAMPLE ABSTRACT

Do not number abstract pages or entitle this page *Abstract*. Note text begins at 2 in. from the top of the page.

Doe, John H., The Effects of Exposure to UV Radiation on *homo-sapiens* Ages One to Six on South Texas Beaches. Doctor of Public Health (Epidemiology), May 2003, 180 pp., 5 tables, 30 illustrations, bibliography, 135 titles.

The abstract is double spaced, including the heading, which begins two (2) inches down from the top of the page. The abstract title is underlined, not italicized. If an abstract title contains scientific terminology requiring italics, such terminology should be treated in the same manner as the title shown here. Avoid italic print in the abstract title.

Right and left margins are the same as for the body of the thesis. Note that the author's name and thesis title must be identical on title fly, title page, and abstract heading. The date of graduation is the same as that shown on the title page. The number of title is the number of items in the bibliography or reference list.

The abstract word limits are 150 for master's and 350 for doctoral theses. Count numbers as words, hyphenated words as two words. Acronyms, abbreviations, and initials count as words. Do not use footnotes or references in the abstract.

APPENDIX C

SAMPLE TITLE FLY OR SIGNATURE PAGE

The form is the same for dissertations, theses, and professional reports. Follow this model as closely as possible.

Title is centered 1½ inches from the top, double spaced, all caps, in inverted pyramid if more than one line is needed. Title must exactly match title fly.

Signature lines should be solid. The word APPROVED and the signature lines should be blocked right as shown here so that the dean's signature line is between 1 and 1½ inches

from the bottom of the page. Omit or add committee member lines as necessary to accommodate committee size. Do not type in the names of the committee members.

APPENDIX C

THE EFFECTS OF EXPOSURE TO UV RADIATION ON HOMO-SAPIENS
AGES 1 TO 6 ON SOUTH TEXAS BEACHES

John H. Doe, B.S.

APPROVED:

Major Professor

Committee Member

Committee Member

Department Chair

Dean, School of Public Health

*No page number on
this page*

APPENDIX D

SAMPLE TITLE PAGE

The form is the same for dissertations, theses, and problem in lieu of thesis. Follow this model as closely as possible.

Title must exactly match title fly. Title is centered 1½ inches from the top, double spaced, all caps, in inverted pyramid if more than one line is needed. The lower margin is 1 inch from bottom of page. Center lines and use symmetry throughout the page.

Follow the model here for the multi-line statement “Presented to the School of Public Health University of North Texas Health Science Center at Fort Worth in Partial Fulfillment of the Requirements for the Degree of [fill in your official degree name, i.e., Master of Public Health, Doctor of Public Health]” exactly.

List your name as you are the author and all degrees held prior to earning this degree. The place you list under the author’s name is always Fort Worth, Texas. The date you list is your graduation month (May, August or December) and year according to what will appear on your transcript. This is no page number on this title page.

APPENDIX D

THE EFFECTS OF EXPOSURE TO UV RADIATION ON HOMO-SAPIENS
AGES 1 TO 6 ON SOUTH TEXAS BEACHES

THESIS ←

If document is not a
THESIS, replace word
with proper document
type of
PROFESSIONAL
REPORT or
DISSERTATION

Presented to the School of Public Health

University of North Texas

Health Science Center at Fort Worth

in Partial Fulfillment of the Requirements

for the Degree of

Master of Public Health

By

John H. Doe, B.S.

Fort Worth, Texas

May 2005

APPENDIX E
SAMPLE COPYRIGHT PAGE

Copyright by
Stephanie Paula Harold
2007

APPENDIX F

SAMPLE TABLE OF CONTENTS

APPENDIX F
TABLE OF CONTENTS

Adapt this form for LIST OF TABLES, LIST OF FIGURES, or LIST OF ILLUSTRATIONS.

	Page
LIST OF TABLES	iv
LIST OF ILLUSTRATIONS	v
Chapter	
1. INTRODUCTION.....	1
Rationale or Research Problem	
Statement of the Purpose	
Research Questions (or Hypotheses—per your committee)	
Delimitations	
Limitations	
Definition of the Terms	
Importance of the Study	
2. LITERATURE REVIEW	12
Effects of Seeing Well on Intraocular Pressure	
3. METHODOLOGY.....	45
4. RESULTS	50
5. DISCUSSION, CONCLUSIONS, AND RECOMMENDATIONS	60
REFERENCES	85
APPENDIX (If more than one, use term APPENDICES).....	70
A. Intraocular Collage	
B. Optical Sensitivity Documents	

If you have more than one appendix, address them in alphabetical order. Recall, each appendix needs its own cover page.

iii

Use Roman Numerals for all front matter pages, except title pages and abstract, in centered footer ½-inch from the bottom of the page.

APPENDIX G

SAMPLE FIRST PAGE FOR EACH CHAPTER

APPENDIX G

CHAPTER 1 ←

Type appropriate form consistently; this line is 1½ in from top of page.

TITLE OF THE CHAPTER IN ALL CAPS

The chapter number is 1½ inches from the top of the page. There is a double space between the chapter number and the chapter title. Another double space comes between the chapter title and the first line of text. These major chapter headings (all caps) are the only headings that appear in all capitals in the text (and are essentially Level 5 headings according to the *APA Style Manual*). All other headings inside of the chapters must be uniform between chapters and follow *APA Style Manual* (see p. 111-115).

In all chapter pages, place the page number ½-inch, using a centered footer, from the bottom of the page. Chapter 1 begins with page number 1, serialize all page numbers from this beginning of Chapter 1 through the very last page of the entire document.

APPENDIX H

REFERENCES (sample)

APPENDIX H

REFERENCES (sample)

Bones, D. G. (Ed.). (2007). *Understanding UV effects*. (2nd ed.). New York: Harper

Collins. **Demonstrates an edited book with more than one edition from a well known publishing house and known publisher rich city. To represent a chapter in an edited book, see page 252 of the *APA Style Manual*.**

Davis, F. D. (1998). UV radiation hazards due to over exposure. *The American Journal Environmental Health*, 23(4), 122-132. **Demonstrates single author entry from a JOURNAL.**

Esun, U. V. (1999) *Planet earth and the ozone*. San Francisco: Interplanetary Press.

Shows a single author entry from a BOOK.

Health Canada. (2006). *Ultraviolet radiation from the sun*. Retrieved September 17, 2007, from http://www.hc-sc.gc.ca/iyh-vsv/environ/ultraviolet_e.html **This is an example of how to provide the most basic Internet-based source information. You need an author, and if there is none, use the name of the organization or the title of the webpage. You need the year published. You need a title to be italicized. You need to say “Retrieved <insert date>, from <paste html from browser address window>”; lastly, do not put a period after pasting the web address into the reference list. Reference pp. 268-281 of the *APA Style Manual* to ensure correct application of the concepts.**

Homas, P. K. (1997). *The prevention of over exposure to UV rays*. London: Oxford University Triple Block Press. **Shows a single author entry from an internationally published BOOK.**

Kettering, J. P., & Mallice, P. T. (1995). The effects of UV radiation on lab rats. *The Journal of Sun Technology in Geographically Tropical Areas*, 345(19), 12-29. **Demonstrates 2 author example from a JOURNAL.**

Nemo, K. T., Smart, U. R., & Zeph, E. R. (1989). The detection of ultra violet rays through the micro technology inversion process. *The Journal of Continued Scientific Development for Health Professionals*, 45(3), 214-241. **Demonstrates a JOURNAL entry for 2-6 authors; note, always put a comma before the ampersand symbol for 2 or more authors in any list.**

Sparling, B. (2001). *Educational resources: Ultraviolet radiation*. Retrieved September 17, 2007, from <http://www.nas.nasa.gov/About/Education/Ozone/radiation.html> **This is an example of how to provide the most basic Internet-based source information. You need an author, and if there is none, use the name of the organization or the title of the webpage. You need the year published. You need a title to be italicized. You need to say “Retrieved <insert date>, from <paste html from browser address window>”; lastly, do not put a period after pasting the web address into the reference list.**

Stevenson, M. K., Williams, G. L., & Xman, I. M. (1999). *The ultimate burning: Radiation poisoning*. Blisterville, TX: Copper Sun Press. **Demonstrates a BOOK with three authors from a little known publisher and location.**

Tenglemann, J. I., & Quantrill, C. S. (1997). Understanding the UV conversion rate resulting in dead tissue and disease. *The American Journal for Scientific Minds*, 23(7), 98-125. **Shows a 2 author JOURNAL article; note the use of the comma before the ampersand.**