UA Little Rock

Thesis and Dissertation Guidelines

UA LITTLE ROCK

Office of the Graduate School
University of Arkansas at Little Rock
Ottenheimer Library – 5th Floor
2801 South University
Little Rock, AR 72204

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INTRODUCTION

All candidates for advanced degrees should confer with their advisors and members of their graduate advisory committees to learn about any special departmental requirements for preparing graduate degree documents. In general, thesis and dissertations should display a student's ability to conduct a scholarly investigation at an advanced level. Details of the project and the means for pursuit should be determined jointly by the student, faculty advisor, and graduate advisory committee.

FINAL PROJECTS

Students completing final projects other than a thesis or dissertation should check with their graduate coordinators for specific instructions and deadlines. The UA Little Rock Thesis and Dissertation Guidelines may be used for final projects, but there are no institutional requirements for digital submission of final projects. Submission deadlines to the Graduate School do not apply.

REQUIRED FORMS

Appointment of Supervisory Committee Form

After a student's committee is formed, their coordinator should submit an electronic Appointment of Supervisory Committee form to the Graduate School. This form contains the names of committee members serving on your thesis/dissertation.

Students should check with their coordinator to make sure the Appointment of Supervisory Committee form is filled out and submitted. They should also check to see if their program requires them to collect signatures for the program.

Approval Page

Students who are binding their thesis or dissertation must include signed copies of the approval page in each bound book.

If you have one advisor, use this form:
https://ualr.edu/gradschool/files/2006/10/Blank-Committee-Approval-Form-Advisor.docx

If you have a co-advisor, use this form:
https://ualr.edu/gradschool/files/2006/10/Committee-Approval-Form-Co-Advisor.docx

STEPS AND REQUIRED FORMS

Please see the following table for the mandatory form and project submission schedule.

Table 1. Summary of Steps and Required Forms

What?	When?	Where?
Check that your program has submitted Appointment of Supervisory Committee form	At beginning of project	Graduate School
Apply for graduation	At beginning of graduating term. See http://ualr.edu/records/apply-to-graduate/	boss.ualr.edu
Schedule thesis/dissertation defense	Well in advance of Graduate School's submission deadline. Dates should be set early to allow for revisions required by committees.	With faculty advisor and committee
Submit one original copy of defended thesis/dissertation for review	Before deadline (Table 6).	Graduate School
Check that your program has submitted signed Supervisory or Examining Committee Report form	Form must be submitted by the same deadline as the thesis/dissertation.	Graduate School
Upload thesis/dissertation to ProQuest	After all requested revisions have been made.	ProQuest website
Optional: Pay expenses to ProQuest for copyright or embargo	At time of thesis/dissertation uploading.	Online at ProQuest
Optional: Steps for Binding		
Print manuscript(s) for binding	After everything has been approved by your advisor and completed in ProQuest.	Any printing location of your choice.
Pay all binding expenses	At time of delivery of final, unbound copies to the Graduate School. Bring receipt to Graduate School.	UA Little Rock Cashier's Office
Deliver correct number of unbound copies	After Graduate School format review has been completed.	Graduate School

*Last edited September 2022

STYLE GUIDES

In addition to the UA Little Rock Thesis and Dissertation Guidelines, manuscripts must be prepared under a nationally recognized standard for style and citation. Most programs will recommend a style manual for their discipline. As a courtesy to outside members of your committee, you should indicate in a note which style manual you used.

Students should use only the most recent editions of style manuals. The style must be consistent throughout. If your style manual conflicts with the UA Little Rock Thesis and Dissertation Guidelines, the requirements of the Guidelines should be followed.

If you need assistance citing references or choosing the right style manual for your field, visit https://researchguides.ualr.edu/citation-styles.

USING JOURNAL ARTICLES AS CHAPTERS OR SECTIONS

Occasionally, thesis/dissertations may include articles that have been or will be submitted to journals for publication. The student must be the first author of each article submitted. Individual articles serving as chapters might not have the same internal structure. It is acceptable for each chapter to be presented in a style appropriate to the journal.

If any of your chapters are journal articles, you must include a preface before the body of the thesis/dissertation stating which journals the chapters have been submitted for publication. A preface before each chapter is not necessary. See Table 3 for the proper placement.

The standard requirements for margins, figures, tables, and the other elements covered in this guide apply to thesis/dissertations that include journal articles. Reference sections should follow the style of the journal to which you submitted the article. Continuous pagination is required throughout the body of the manuscript.

FORMATTING

The submission of bound copies are no longer required by the Graduate School. However, your program may still require bound copies. Check with your department to be sure.

Margins

If you are not binding, left, right, top, and bottom margins must be 1 inch in all sections of the thesis/dissertation, including front matter and references.

If you choose to bind copies, your margins need to be 1.5 inches on the left and 1 inch on the top, right, and bottom; these margins are acceptable for your ProQuest submission.

Table 2. How to Set Margins

Software	Steps
Word	Insert > Page Break
Google Docs	Layout > Margins

Paragraphs, Justification, and Text Arrangement

- Paragraph formatting should be consistent throughout the document.
- New paragraphs should be indented.
- Except where the guidelines specify otherwise, all text must be left justified.
- A new paragraph beginning at the bottom of a page must have at least two full lines of text before a page break occurs. If two full lines will not fit at the bottom of the page, the entire paragraph should be moved to the following page.
- A paragraph ending at the top of a page must have at least two full lines of text. The preceding page may be shorter to allow for this adjustment.

Line Spacing

- Double space all material, including the table of contents, the body of the thesis/dissertation, and the reference/bibliography section, except the sections listed below.
- Single space the title page, the copyright page, the approval page, the fair use page, and the title section (title, name, and graduation date) of the abstract page. Examples of these pages are given at the end of this document.
- If included, footnotes and endnotes may be single spaced.
- Do not hyphenate words at the end of a line.

Font Styles and Sizes

You may choose one font for headings and subheadings and a different font for body text. However, the fonts you choose must be used consistently throughout the

manuscript. You must select an embedded TrueType font that will upload easily to ProQuest. Script fonts may not be used.

Examples of TrueType fonts include:
- Arial (example of a sans serif font)
- Times New Roman (example of a serif font)
- Century
- Courier New
- Garamond
- Georgia
- Microsoft Sans Serif
- Tahoma
- Trebuchet MS
- Verdana

Serif fonts have small decorative lines ("serifs") added to the basic form of characters, while sans serif fonts do not. You may choose to use either or both font types—one for headings, one for body text—in your thesis/dissertation. Generally, sans serif fonts are more easily read in electronic forms and serif fonts in printed materials. Choose a font with no more than 10 or 12 characters per inch.

Required font sizes:
- Use 12-point fonts for regular text.
- Headings may be 14 or 16-point.
- Embedded tables, figures, captions, etc. may be smaller than 12-point but must be at least 10-point.

Symbols and Greek letters may be used in equations, formulae, and other non-text presentations. Italics may be used for special emphasis, foreign words, and the citation of titles of books, magazines/journals, or newspapers.

Illustrative Material

Charts, graphs, tables, and other illustrative material may be in color ink, but make sure your colors will be distinct in greyscale. All illustrative material must stay in the regular, required page margins.

If you use figures, illustrations, tables, symbols, abbreviations, and/or nomenclature, you must include a corresponding list of each after your table of contents. The list of figures or illustrations and the list of tables must include the page numbers for each

figure, illustration, and table. The following lists should be separate, starting on their own page and named and ordered as they appear below.

- List of Figures or Illustrations
- List of Tables
- List of Symbols
- List of Abbreviations
- List of Nomenclature

Signature Lines

Leave the signature lines blank on your approval page for format check and ProQuest submission.

If you are binding your thesis/dissertation, please include an approval page with the signatures of your committee members. You will need a signed approval page for each copy of your thesis/dissertation you want to be bound. The Graduate School will accept both electronic and physical signatures.

Arrangement and Numbering of Pages

See Table 3 for a comprehensive breakdown of page numbering requirements.

Table 3. Arrangement and Numbering of Pages

Order	Requirements	Page Number Placement	Page Number Margins	Listed in Table of Contents
Front Matter	**Required/ Optional**	**Lowercase Roman Numerals**	**Location**	**Yes/No**
Title Page	Required	Count (do not number)	N/A	No
Copyright Page	Required	Count (do not number)	N/A	No
Approval Page	Required	Count (do not number)	N/A	No
Fair Use and Duplication Page	Required	Count (do not number)	N/A	No

Abstract	Required	Count (do not number)	N/A	No
Dedication	Optional	Count (do not number)	N/A	No
Acknowledgments	Optional	Count (do not number)r	N/A	No
Protocol/IRB Approval Statement	Required if needed	Count (do not number)	N/A	No
Table of Contents	Required	Bottom center	1 inch from the bottom of the page	No
List of Figures or Illustrations	Required if used in text	Bottom center	1 inch from the bottom of the page	Yes
List of Tables	Required if used in text	Bottom center	1 inch from the bottom of the page	Yes
List of Symbols, Abbreviations, Nomenclature	Required if used and not explained in text	Bottom center	1 inch from the bottom of the page	Yes
Preface	Optional	Bottom center	1 inch from the bottom of the page	Yes
Body Text	**Required/ Optional**	**Arabic Numerals starting at 1**	**Location**	**Yes/No**
Introduction	Optional	Upper right corner	1 inch from the right edge in the top corner and .5 inches from the top of the page	Yes
Body of Text	Required	Upper right corner	1 inch from the right edge in the top corner and .5 inches from the top of the page	Yes. List all Headings.
End Matter	**Required/ Optional**	**Arabic Numerals starting at 1**	**Location**	**Yes/No**
Endnotes	Optional. If used,	Upper right corner	1 inch from the	Yes

	format according to discipline's style manual.		right edge in the top corner and .5 inches from the top of the page	
References	Required if used. Format according to discipline's style manual.	Upper right corner	1 inch from the right edge in the top corner and .5 inches from the top of the page	Yes
Appendices	Optional	Upper right corner	1 inch from the right edge in the top corner and .5 inches from the top of the page	Yes. List each Appendix.

Section Breaks

To change the styling of your page numbering, don't forget to enter a section break.

Table 4. How to Create Section Breaks

Software	Steps
Word	Insert > Page Break
Google Docs	Insert > Break > Section break (next page)

Creating Lists and Table of Contents

The contents of all of your lists, including the table of contents, list of figures, and list of tables, should have one inch margins. You may use dot leaders or lines between the titles of document parts and their corresponding page numbers.

Table 5. How to Create Lists and Table of Contents

Software	Steps
Word	Insert > References > Table of Contents
Google Docs	Insert > Table of Contents

Landscape Pages

Numbers on landscape pages should be placed in the right-hand corner and oriented the same as page numbers on portrait pages. The top of landscape pages should face the left side of the page.

Figure 1. Landscape Page Numbering

GRADUATION APPLICATIONS

All students must apply for graduation via their BOSS accounts (boss.ualr.edu). Applications should be submitted by the deadline for the semester in which a student expects to graduate. Applications submitted after the deadline will not be accepted. For specific graduation application deadlines, check http://ualr.edu/records/.

If students do not satisfy their requirements by the original graduation date, they must reapply for graduation. **Graduation applications do not roll over**. Graduate program coordinators must also complete all appropriate sections for each graduation application.

Table 6. Deadlines for Thesis and Dissertations

Semester	Date
Fall	December 1st
Spring	May 1st
Summer	August 1st
All manuscripts are due by **5:00 P.M.** on the deadline date. If the deadline falls on a weekend, it is extended until Monday.	

OTHER POLICY MATTERS

Protocols for Research Involving Human or Animal Subjects or Biohazardous Material

Candidates using surveys, experiments, etc. involving human subjects or animals should contact the Office of Research and Sponsored Programs (ORSP) before they begin their research.

Research involving human or animal subjects must be reviewed by the Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC), even to document that IRB approval is not needed for the research design. (See ualr.edu/irb/ for IRB information.)

Research involving recombinant DNA, radioisotopes, or other hazardous materials must receive prior approval from the Environmental Health and Safety Committee (EHSC) or Radiation Safety Committee (RSC). Students should contact their advisor early for the appropriate action if their research involves biohazardous materials.

If a student's project has been approved by the IRB, IACUC, EHSC, or RSC, an official Protocol Approval Statement must be included in their thesis or dissertation. Students should include the approval email they receive. They can insert the document into their thesis or dissertation as a PDF or screenshot.

Plagiarism

Claiming the exact words, paraphrases, ideas, arguments, or thoughts of another as your own is plagiarism. UA Little Rock Policies require disciplinary action (possibly including dismissal) and/or grade adjustments for this offense. Quotation marks should be used to indicate the exact words of another.

Each time you paraphrase the words of another (summarizing passages, rearranging sentence order, or changing words), or reference someone else's ideas, you must credit the source in your writing. Most style manuals define plagiarism and cite examples, telling you how to avoid it.

For more information about plagiarism, visit ualr.edu/writingcenter/index.php/plagiarism.

Intellectual Property

If your project involves an invention or idea that could be patented, your faculty advisor must submit a UA Invention Disclosure Form to the UA Little Rock Patent and Copyright Committee. If you believe your ideas may be patentable, speak to your project advisor immediately about privacy issues.

The circulation of your thesis or dissertation as well as your project defense can be affected pending the Committee's examination.

For more information, visit
ualr.edu/techlaunch/home/for-inventors/disclosing-your-invention/.

THESIS AND DISSERTATION SUBMISSION

To satisfy the Graduate School's thesis and dissertation requirements, students must submit a final, defended copy of their project by the appropriate deadline (see Table 6) to the Graduate School for review and, after making any requested changes, submit an electronic copy in PDF form to ProQuest (See Submission to ProQuest section).

The thesis or dissertation must then be accepted in ProQuest. Graduate degrees will not be posted to transcripts nor diplomas distributed until final copies of thesis and dissertations are approved by the Graduate School and a PDF version of the project is uploaded to and accepted on ProQuest.

Format Review Submission

Students must submit one original, successfully defended copy of their thesis/dissertations to the Graduate School by the deadline given in Table 6. Manuscript submissions should be emailed as Word or PDF documents to gradtdreview@ualr.edu.

The Graduate School will conduct a format review and contact the student when it is complete. Revisions will be emailed.

If the Graduate School asks for revisions, students do not need to resubmit another copy for review before uploading their thesis or dissertation to ProQuest.

The easiest way to accomplish formatting your thesis/dissertation is by using Word. As a student enrolled at UA Little Rock, you can download Word for free. Visit Information Technology Services' website for more information.

Submission to ProQuest

After your review is complete and you have made all requested revisions, you must upload a PDF version of your dissertation or thesis to ProQuest, which can be accessed through at www.etdadmin.com/cgi-bin/school?siteId=64.

ProQuest makes it possible for scholars throughout the world to consult your dissertation or thesis through University Microfilms International (UMI). Students should follow the directions on the ProQuest website for preparing their manuscripts for submission to ProQuest/UMI. The ProQuest site also has instructions for submitting supplementary CD or DVD material.

After you upload your thesis or dissertation, ProQuest will notify the Graduate School that it is ready for review and approval. The Graduate School reviews and approves all UA Little Rock ProQuest submissions before they are posted to UMI.

Thesis/dissertations will not be accepted if they do not comply with the Graduate School's requirements. If more revisions are requested, be sure to make all requested changes and resubmit to ProQuest in a timely manner.

Copyright Registration

As you decide whether to register your copyright, be aware that any work of original authorship is protected by copyright, even without registration. However, you may not be able to collect damages from someone who infringes on your copyright unless you have registered it with the Library of Congress.

You may register your copyright yourself at any time within five years of the completion of your thesis/dissertation. If you choose to have ProQuest/UMI register the copyright for you when you upload your thesis/dissertation, please pay the appropriate fee on the ProQuest site (See Table 4 for price).

If you used journal articles in your thesis or dissertation that have been published or submitted for publication elsewhere, please note that ProQuest allows you to place an embargo or restriction on your publication so that it is not distributed on the UMI site.

Table 7. Expenses

Item	Required/Optional	Amount	Payment Method
Copyright Expenses	Optional	**[$75.00](#)**	Payable of ProQuest website
Binding	Optional	**$27.40**	Payable at the UA Little Rock Cashier's Office (Student Services 120)

EXAMPLE PAGES & HELPFUL TOOLS

The front matter of the version you create must have the exact same arrangement, wording, punctuation, capitalization, and spacing as this [template](#).

Replace your own information in the [bracketed] information. Your information should be in neither italics nor brackets unless stated, but it should be bolded if the example text is bolded. Don't forget to change the fonts to match the fonts you are using in your thesis/dissertation.

Note: "Thesis" is used in the example, but if you are writing a dissertation, you should replace "thesis" with "dissertation."

If you ever need any assistance with formatting your manuscript, email gradtdreview@ualr.edu or check out these [helpful tools](#).

Title Page

On the title page, be sure your formal degree is listed correctly. For example, use "Doctor of Philosophy" and not PhD, or "Master of Arts" and not Master's degree. Check with your program coordinator if you are unsure of the formal title of your degree.

Approval Page

Include only one approval page in your thesis or dissertation.

If you have one advisor, use this form:
https://ualr.edu/gradschool/files/2006/10/Blank-Committee-Approval-Form-Advisor.docx

If you have a co-advisor, use this form:
https://ualr.edu/gradschool/files/2006/10/Committee-Approval-Form-Co-Advisor.docx

When creating a name block for your advisor (and co-advisor, if applicable), committee members, program coordinator, and the graduate dean on the approval page, do not include their titles—Dr., Mr., Ms., etc.—before their names and do not include their academic degree, such as Ph.D., M.S., MD, etc.

Use only first and last name on the first line and academic rank and department, such as Professor of History, Associate Professor of Mathematics, etc., on the second line.

Example of what a committee member's information may look like:

Heidi Harris
Associate Professor of Rhetoric and Writing

Students should verify with all faculty members on their committee their correct academic rank and department BEFORE submitting their thesis/dissertation.

Dean Information

The information for the Dean listed on your approval page, should be as follows:

Brian Berry
Associate Professor of Chemistry

Fair Use Page

In the duplication section of the fair use page, include only the statement that you are agreeing to. If you are having your thesis/dissertation bound, add a line for your signature under the duplication section.

OPTIONAL BINDING PROCEDURES

As of spring 2014, the Graduate School no longer requires bound copies of thesis/dissertations. Some programs may still require bound thesis/dissertations; you should check with your program to verify requirements.

You may also order bound copies for personal use. If you or your program would like bound copies, you may order them through the Graduate School.

If you choose to bind, each copy submitted for binding must include a signed approval form (signature page). Additionally, each copy must include a signed fair use page.

If you have one advisor, use this form:
https://ualr.edu/gradschool/files/2006/10/Blank-Committee-Approval-Form-Advisor.docx

If you have a co-advisor, use this form:
https://ualr.edu/gradschool/files/2006/10/Committee-Approval-Form-Co-Advisor.docx

The Graduate School recommends waiting to bind until after your dissertation/thesis has been accepted in ProQuest, but you may choose to bind any time after your successful defense.

Binding Steps

Step 1: Print Copies

- Thesis and dissertations must be single sided and printed in all black ink using a letter-quality or laser printer. We recommend using 24 lb. bond, acid-free, white paper. You can purchase this paper in the UA Little Rock Bookstore and at local office supply stores.

Step 2: Separate Copies

- If you are having bound more than one copy of your thesis/dissertation, separate each copy with a piece of colored paper.

Step 3: Pay for Binding

- Pay for binding at the Cashier's Office.
- The Cashier's Office is located on the first floor of the Student Services Center. Office hours are 8:00 A.M. to 5:00 P.M., Monday - Friday.

Step 4: Deliver Copies to the Graduate School

- Bring copies of your thesis/dissertation and your receipt to the Graduate School Admissions Window.
- The Graduate School Admissions Window is located on the 5th floor of the Ottenheimer Library. Office hours are 8:00 A.M. to 5:00 P.M., Monday - Friday.

Step 5: Binding and Delivery

- The Graduate School will send your copies to be bound and you will be emailed when they are ready for pick up.

- If you cannot pick up your copies, you can request for someone to pick them up. You will need to notify the Graduate School and give us permission to release your copies to the individual picking them up.

Binding Example

If the title of your thesis/dissertation is too long to fit on the spine of your bound copies, it will be truncated using ellipses. The front cover of the book will include the full thesis/dissertation title.

Example of printing on book spine: Line 1— Name, Degree, Date. Line 2 —Title

Mary A. Smith, M.S. 2007
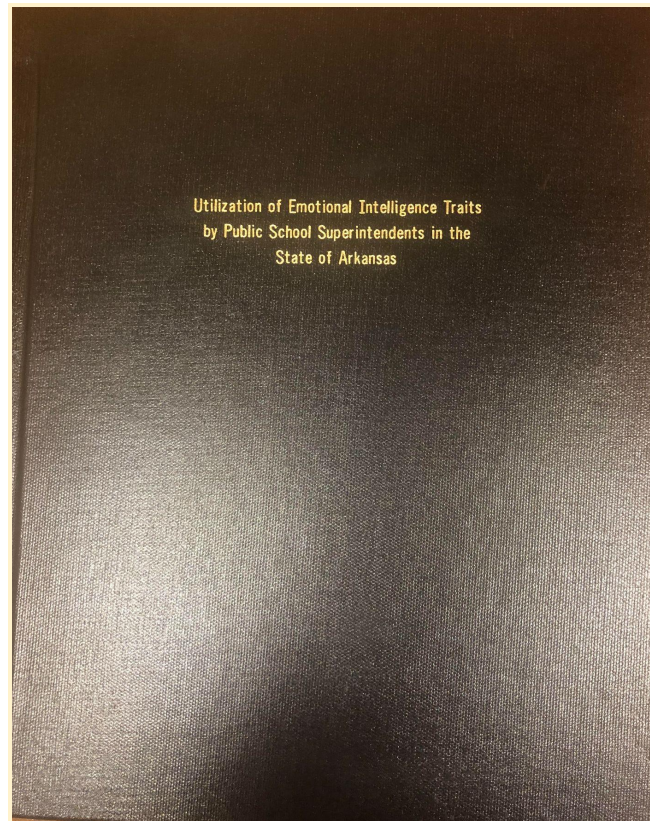**An Ethnographic Study of Indigenous. . .**
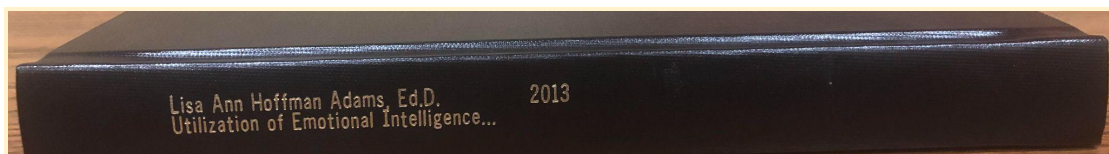

Figure 2. Front of Thesis/Dissertation Binding Book

Figure 3. Spine of Thesis/Dissertation Binding Book