

THOMAS G. CARPENTER LIBRARY
UNIVERSITY OF NORTH FLORIDA
THESIS DEPOSIT POLICY AND GUIDE TO
THESIS PREPARATION

Approved by the UNF Graduate Council

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PREFACE

The requirements for thesis/dissertation format guidelines serve three purposes:

1. To provide archivally preserved copies for the library and university
2. To provide the library with enough information to correctly catalog the thesis/dissertation for retrieval by library patrons
3. To provide the library patron with a readable copy of a student's thesis/dissertation.

To achieve these purposes, the library requires the student to deposit two copies of the thesis/dissertation in the library by following the procedures outlined in this document. One copy of the thesis/dissertation is for the archives and one copy for the general circulating collection.

These procedures were formulated after a comparison of the thesis/dissertation guidelines of sister institutions in the State University System of Florida and several large private universities. The UNF policies synthesize generally accepted archival deposit procedures found in universities in the United States, and strive to guarantee the preservation of the final results of a student's graduate research. These rules affect only the final document submitted to the library; students must still be guided by their faculty thesis advisors for the preparation and final approval of the thesis/dissertation. Students should consult their own colleges for additional thesis/dissertation preparation guidelines.

This policy was approved by the University of North Florida Graduate Council in September 1987.

Prepared by
Kathleen F. Cohen
Assistant Director of Libraries

UNIVERSITY OF NORTH FLORIDA

THESIS DEPOSIT POLICY AND GUIDE TO THESIS PREPARATION

DEPOSIT REQUIREMENTS

- A. The University requires that two approved copies of all graduate dissertations, theses, papers or projects, which partially satisfy degree requirements, be permanently deposited in the Carpenter Library. The copies deposited must include all supplementary materials, regardless of format, produced at the University, when such work partially satisfies a degree requirement. One copy shall be the University's archival copy and shall be the original copy. The second copy shall serve as the library's circulating copy. The archival copy shall bear the original Certificate of Approval signatures of the thesis, dissertation, or project committee, and all other copies shall contain a photocopy of the signature sheet.
1. Excepted from this policy are works produced as part of cooperative degree programs for which another institution is the designated depository. In such cases an author or department may elect to donate a copy of the work to the UNF library.
 2. Specifically excluded from this policy are works produced as part of the requirements of particular courses but not uniformly required for the successful completion of the requirements for a degree.
- B. Each title submitted for deposit, and signed by the appropriate departmental/committee representative, must be accompanied by the library's Thesis Binding Invoice form. *No thesis, dissertation, or project will be accepted by the Library that does not meet the standards of preparation provided by the Graduate Council/College/Department and that does not carry the signed Certificate of Approval page.*
- C. All documents must be submitted unbound, without any inappropriate or irreversible binding, gathering, or packing techniques (such as ring binders, pamphlet-binding, etc.) **NO HOLES ARE TO BE PUNCHED IN THE MARGINS OF THE DOCUMENT.**
- D. *All copies are bound at the student's expense*, including both library copies, copies for the student's department/committee chair, and any additional copies.
- E. The student shall give the thesis/dissertation to the department, which verifies that the thesis is complete and delivers it to the Library, with the completed Thesis Binding Invoice and the paid receipt. Submission of the thesis, dissertation, paper or project to the Library shall be the responsibility of the department. The academic department will deliver all completed theses/dissertations, with receipts, to the Serials Department of the Library.

F. The academic department supervising the submission of a graduate dissertation, thesis, paper, or project is solely responsible for the dissemination and enforcement of this policy, including responsibility for:

1. Conformance to library-required format
2. Recovery of binding and other appropriate charges
3. Responsibility for enforcing timely transmittal of the document.

In the absence of a Graduate Editorial Office, each academic department is responsible for reviewing the document to ensure that the student has complied with the required style manual and has produced a grammatically correct and acceptable document which meets the university's standards. The library *will not review* style manual conformity nor the student's writing ability. The library *will not be responsible* for proofing the student's work.

G. The library will certify receipt of such works when all format, binding, and payment specifications have been met.

H. *Dissertation Abstracts* agreement--as of Fall 2000, UNF has made contractual arrangements with University Microfilms for the deposit of dissertations. Please check with your advisor for details of deposit procedures and fees.

ARRANGEMENT OF CONTENTS

- I. Preliminaries
 - A. Blank page
 - B. Title page (required)
 - C. Copyright Notice (optional)
 - D. Certificate of Approval (one original with archival copy)
 - E. Dedication and/or Acknowledgments (optional)
 - F. Table of Contents (required)
 - G. List of Tables and/or Figures (if applicable)
 - I. Abstract (required) (not to exceed 300 words)
- II. Body of Text
- III. Reference Materials
 - A. Appendices (if any)
 - B. Citation of Sources
 - C. Bibliography
- IV. Vita (required) (no more than 250 words)

Brief biographical information about the author, including birth date and place of birth, educational and employment history, and bibliography of publications, if any.

PAGINATION SEQUENCE

Title page:	counted as Roman numeral, but not numbered
Copyright notice (if any):	counted as Roman numeral, but not numbered
Certificate of Approval (required):	counted as Roman numeral, but not numbered
Dedication (if any):	numbered in small Roman numerals
Table of Contents:	numbered in small Roman numerals
List of Tables/Figures (if any):	numbered in small Roman numerals
Abstract:	numbered in small Roman numerals
Text:	numbered in Arabic numerals; count, but omit number from page one
Appendix (if any):	numbered in Arabic numerals
Reference/Bibliography:	numbered in Arabic numerals
Vita:	numbered in Arabic numerals

LIBRARY REQUIREMENTS FOR DOCUMENT PREPARATION AND FORMAT

I. STYLE MANUALS

The following guidelines cover the Library's specifications for the physical format of the thesis/dissertation. Students should follow the style manuals specified by their departments or colleges, which may have additional thesis/dissertation requirements.

II. PAPER QUALITY FOR BOTH LIBRARY COPIES

- A. Weight--20 pound weight, 100% rag paper, thesis quality, acid-free. Locally available brands include Southworth Parchment Deed and Eaton's. To ascertain thesis quality paper, hold a sheet up to the light--correct paper stock will have a watermark.
- B. Color--white only; no off-white, ecru, antique white, pale yellow
- C. Unacceptable paper--erasable, corasable, carbon, textured. Do not use graph or tracing paper in the original or library copy.
- D. Laser printer paper is acceptable as long as it is acid-free and of thesis quality.
- E. Size--8 1/2" x 11"; oversize materials, such as computer printouts, should be reduced; all reductions must fit within margin guidelines.
- F. The entire body of the thesis, all official copies, and all materials in the thesis, including illustrations, photographs, maps, graphs, charts, etc., must be produced on thesis stock paper as noted above.

III. TYPING, TYPE FONTS AND METHOD OF PRODUCTION

- A. Type color--Black only, uniform darkness throughout document.
- B. 10- or 12-point type size--no script, italic, caps or boldface used for the entire text, except for formulas in scientific texts.
- C. Consistency--use same standard typeface throughout main text--although tables may have different typefaces, all must be legible.
- D. Word processors are an acceptable means of production, but type must be of letter quality. Dot matrix printers are not acceptable unless the print has a density of 90,000 dots per square inch and a minimum resolution of 200-300 dots per inch.
- E. Laser printers are acceptable for production. The student must follow consistency with the typeface, as in III.C above, and must avoid italics, Gothic, or nonstandard typefaces for the text of the manuscript. All letters must be clear, well-formed, and uniformly dark. The laser printer must also be able to use thesis paper or laser paper, as required in II. A, B, E above.
- F. Page numbers may not be placed in the upper left or lower left margins.
- G. Running titles must be within the margin guidelines.

IV. SPACING

- A. Text--double space throughout, except as noted in B below.
- B. Footnotes, bibliography, tables, long quotations--single space.
- C. Text on only one side of the paper.

V. MARGINS

- A. Left--1 1/2" for binding purposes.
- B. Top, Right, Bottom--1", except for chapter headings which should have a 2" top margin.
- C. All reductions, illustrations, graphs, charts, etc., must fit within margin guidelines.
- D. Right justification is acceptable, as long as the printer/typewriter does not create extra spaces between words, letters, or punctuation.

VI. CORRECTIONS

- A. Acceptable--clean erasures and self-correcting typewriters.
- B. Unacceptable--correction fluid (damages paper, flakes off, and sometimes bleeds), cover-up correction tape (inappropriate for archival purposes).
- C. Strikeovers are not acceptable.
- D. Corrections must be made on original manuscript before photocopying--corrections on library copies are not acceptable.
- E. The manuscript must be neat in appearance and without error. It is the responsibility of the author to proof the manuscript and make sure it does not have typographical or content errors.

VII. TEXT MATERIALS --ILLUSTRATIONS AND PHOTOGRAPHS

- A. Original, illustrative material must be rendered in permanent, non-water soluble, black ink. Pencil (which is not permanent) and felt-tip pen (which bleeds through to adjacent pages) are not acceptable.
- B. When possible, high quality black and white photographs are preferred, because color fades and microfilms poorly. Color photographs always microfilm in black and white.
- C. Mounting of photographs and other graphic materials must be done with either a dry-mount tissue process or with a cold-mount adhesive. Rubber cement, aerosol spray glues, gummed or cellophane tape and paste may not be used because they deteriorate rapidly and are attractive food for bugs. Spray adhesives and dry-mount cements may not be used because they produce chemical spotting or pull away from the mounting sheet. Staples may not be used because they rust and damage surrounding paper.
- D. Slides are to be placed in standard clear holder pages. These will be removed when the document is bound and cataloged and secured in an appropriate area of the library, and the location noted on the bibliographic record.
- E. Videocassettes (VHS only), audiotapes, software programs, and other nonprint formats must be produced on high quality materials which conform to prevailing industry standards.

VIII. DUPLICATION FOR LIBRARY COPIES

- A. All library photo copies must be on paper as specified in section II above. "Wet" copies and carbons are not acceptable.
- B. Copies with gray backgrounds, smudges, stray marks, and other irregularities are not acceptable.

IX. COPYRIGHT PERMISSION STATEMENTS FOR COPYRIGHTED MATERIALS

- A. Permission statements--Students must be aware of the existence of copyright laws and are *personally* responsible for full compliance with the laws governing copyright. They must obtain copyright permission statements for any materials they intend to quote at length or reproduce in their manuscripts beyond the limits of fair use, including music, poems, short stories, tests, magazine or newspaper articles, photographs, computer software, etc.
1. If in doubt as to "fair use," consult the *The Copyright Handbook*, by Stephen Fishman, or *Copyright Permission and Libel Handbook* by Lloyd Jassin and Steven Schechter, copies of which are in the Carpenter Library. Attached to these instructions is a form which a student may adapt to request permission from copyright owners.
 2. If permission from the copyright holder is necessary to reproduce materials which a student wishes to include in the thesis/dissertation, the student should be very specific in the request, including the author/editor of the material, title, edition, publisher, date of publication, exact material to be used (inclusive page numbers, etc.), number of copies, how the material will be distributed, statement as to whether the material will be sold, type of reprint, and how the material will be used.
 3. The library will not accept any documents which fail to comply with copyright law.
- B. Footnotes--Students must follow standard academic requirements regarding the footnoting of research material, according to the style manual approved by their department.

X. TITLE PAGE OF THE THESIS/DISSERTATION

- A. The title page must conform to standard format, including the exact title of the thesis/dissertation, the student's full legal name, the year of graduation, the correct name of the degree received, and the correct name of the College awarding the degree (see example). DO NOT include Certificate of Approval signatures on the title page. A sample title page is included in this guide.
- B. Center the text of the title on the page, which is not numbered.

XI. COPYRIGHT STATEMENT

- A. A student wishing to apply for copyright for this thesis/dissertation should consult *Copyright Basics* (Circular 1 of the Copyright Office), which is available in the Government Documents Department of the Library.
- B. Although the copyright notice is not required on unpublished works, the student may wish to affix the notice Unpublished Work c 1989 John Doe to the bottom of the title page. (Circular 1, p.6)

SAMPLE THESIS TITLE PAGE

**DISCRETE STRUCTURES IN MACHINE-READABLE
BIBLIOGRAPHIC AUTHORITY FILES:
AN EFFICIENCY MODEL**

by

Jefferson Mumford Boorstin

A thesis submitted to the Department of Language and Literature
in partial fulfillment of the requirements for the degree of

Master of Arts in English

UNIVERSITY OF NORTH FLORIDA

COLLEGE OF ARTS AND SCIENCES

May, 1965

Unpublished work c Jefferson Mumford Boorstin

SAMPLE CERTIFICATE OF APPROVAL PAGE

The thesis of Jefferson Mumford Boorstin is approved:

(Date)

Committee Chairperson

Accepted for the Department:

Chairperson

Accepted for the College:

Dean

Accepted for the University:

Dean of Graduate Studies

SAMPLE REQUEST TO REPRINT/REPRODUCE MATERIAL COVERED BY COPYRIGHT

Address of copyright holder/publisher

Dear Sir/Madam:

This is a request to reproduce the following material in my thesis/dissertation (subject/title of thesis) to be submitted to the University of North Florida, Jacksonville, Florida:

Description of material:

Author:

Title:

Edition:

Publisher:

Date of publication:

Material to be reproduced: (give specific pages, chapters, illustrations, etc.)

Number of copies:

Use: Inclusion in thesis

Distribution: (to whom will you give copies)

Type of reproduction: photocopy, photograph, typeset, offset, etc.

RESPONSE OF COPYRIGHT OWNER:

Permission is granted as requested

Permission is granted as corrected or annotated

Permission is denied

Commercially available, order information is attached

Alternatives are attached

Signature of Copyright Holder

Enclosed is a stamped, self-addressed envelope for your convenience.

Yours truly,

Philomena Thesis