UNIVERSITY OF FLORIDA'S
GUIDE FOR PREPARING THESES AND DISSERTATIONS

UNIVERSITY OF FLORIDA GRADUATE SCHOOL
THESIS, DISSERTATION, AND PUBLICATION TEAM

2025

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CONTACT US

Graduate School Thesis, Dissertation, and Publication Team

Email: gradedit@aa.ufl.edu
Phone: (352) 392-1282
Website: https://success.grad.ufl.edu/td/

As part of the University of Florida's Graduate School and Graduate Student Success Center, the Thesis, Dissertation, and Publication team is dedicated to maintaining consistent formatting across all UF thesis and dissertation documents. We review the structure and required components of each submission and collaborate with the UFIT Help Desk's Thesis and Dissertation Support Center to guide students through the entire submission process.

The Thesis, Dissertation, and Publication team provides the following:
• Checklists of required forms
• Deadlines for submission
• Guidelines
• List of external/outside editors/formatters available for hire if students need additional assistance
• Review of formatting, style (we do NOT review content – this is the responsibility of the Supervisory Committee and Chair)

Questions regarding the following items should be addressed to the Graduate School Thesis, Dissertation, and Publication team:

• First and Final Submission requirements
• Final Clearance requirements
• Required forms
• Clearing prior
• Required sample journal reference article
• The Electronic Document Management (EDM) system found within GIMS: Graduate Information Management System.

Checklists, tutorial videos for GIMS, and other information can be found here: https://success.grad.ufl.edu/td/resources/

All posted deadlines for our theses and dissertations are available here: https://success.grad.ufl.edu/td/deadlines/

UFIT Help Desk's Thesis and Dissertation Support Center

Email: T&DSupport-hd@ufl.edu
Phone: (352) 392-HELP (4357)
Website: https://it.ufl.edu/helpdesk/graduate-resources/

The UFIT Help Desk's Thesis and Dissertation Support Center assists students formatting their thesis or dissertation for publication by the University of Florida. This office is **not** part of the Graduate School, but rather is a division of UFIT. They can meet one-on-one via Zoom appointments to answer questions about the template or formatting issues, as well as troubleshooting the preliminary document <u>before</u> submission to the Graduate School. Students should use these services long before making their first and Final Submissions to the Graduate School.

Consultants are not responsible for fixing any formatting issues. Consultants will point out formatting errors for the student to fix and can also instruct how to do so should further assistance be necessary.

Their online tutorials can be found here: https://it.ufl.edu/helpdesk/graduate-resources/online-tutorials/

Editors for Hire

The Thesis, Dissertation, and Publication team maintains a list of outside formatters and editors available for hire by students seeking additional help.

INTRODUCTION

This guide was created by the Graduate School to help thesis or dissertation degree candidates put their documents in proper format for publishing. Remember that all theses and dissertations must be approved by the Graduate School and by the student's supervisory committee.

The Graduate School posts/publicizes current deadlines for each term. Deadlines and instructions are given in the Academic Calendar section of the Graduate Catalog. These deadlines are firm. More information about the Graduate School's Thesis, Dissertation, and Publication team's requirements can be found on the Graduate School website.

Responsibilities of the Supervisory Committee Chair and Committee

It is the responsibility of the chair and the supervisory committee to determine that the candidate's thesis or dissertation is written in acceptable English, in an appropriate scholarly style, and that it is carefully proofed before submission to the Graduate School. If the student's major subject is another language or its literature, the committee may approve writing the body of the thesis or dissertation in that major language. A foreign language thesis or dissertation must have the body text for Title Page, Acknowledgments, Abstract, and Biographical Sketch written in English. The preliminary pages, chapter and appendix page headings, title page, Acknowledgments, Table of Contents, List of Tables, List of Figures, Abstract, Reference list, and Biographical Sketch—also should be in English.

When the supervisory committee chair feels a student's dissertation is ready for review by the Graduate School, the chair must submit a transmittal letter electronically via Graduate Information Management System (GIMS). This confirms the dissertation

meets the Graduate School's First Submission minimum requirements for review. A transmittal letter is not required for master's thesis students as all master's thesis students must successfully complete their final oral defense of the document prior to making a submission to the Graduate School. Master's students should confirm that their department has submitted the final exam form electronically, before attempting to submit a document for review by the Graduate School.

Content, methods of scholarship, and general style are the responsibility of the candidates and their committees.

Submission Expectations

First Submissions must be approximately 75% complete and fully formatted in the UF template. Failing to meet these requirements may result in the document being rejected at First Submission. After submission, students will be notified by email as to whether or not their document was accepted or rejected. After receiving a First Submission acceptance email, the dissertation or thesis is scanned for errors in format and for types of errors or inconsistencies. An email with required changes will be sent after this review is complete.

Master's theses must successfully complete the final oral defense before making a submission to the Graduate School. Final Exam date must be posted to SIS (Student Information System) by the department before the document can be submitted for review.

Doctoral students must successfully complete the final oral defense by the Final Submission deadline within the intended graduation term to potentially be eligible for a degree award that semester. A student who does not meet the Final Submission and/or Final Clearance deadline but completed the First Submission requirements, may be

eligible to Clear Prior to graduate the following semester (without being required by the Graduate School to have final term registration.)

GENERAL FORMATTING REQUIREMENTS

The student should contact UFIT Help Desk's Thesis and Dissertation Support Center for a free consultation before making any submission to the Graduate School. They can assist students with the specifics of the thesis/dissertation templates offered at UF. This document should be in Microsoft Word or LaTeX format before sharing with the Thesis and Dissertation Support Center consultants.

After working with a consultant from UFIT Help Desk's Thesis and Dissertation Support Center, First Submission must be made by the student to the Graduate School as early in the term as possible but must occur no later than the First Submission deadline, during the term of intended degree award.

All editorial revisions should be made in the Word/LaTeX document before converting to PDF format. Students should keep a current version of the latest Word/LaTeX file. The file(s) must be converted to PDF after the document has been reviewed by the supervisory committee and all corrections and changes have been made to their satisfaction. After the final defense and once the final version is complete, submit the document for the final review. It is recommended that this submission occurs just following the student's defense and at least 5 business days ahead of the Final Submission deadline. If students wait until the Final Submission deadline to submit, they may be unable to achieve Final Clearance. Students who do not meet the Final Submission and/or Final Clearance deadlines may be eligible to Clear Prior to the following term, which could waive the final term registration fees and requirements of the Graduate School.

UF Template for Theses and Dissertations

Acceptable thesis or dissertation formats are defined based on those media for which a preservation strategy currently exists. UFIT Help Desk's Thesis and Dissertation Support Center has developed templates and tutorials to help candidates when using either Microsoft Word or LaTeX to format their theses and dissertations. See the UFIT Help Desk's Thesis and Dissertation Support Center website for templates and other helpful information. Please email the UFIT Help Desk's Thesis and Dissertation Support Center at T&DSupport-hd@ufl.edu or call (352) 392-HELP (4357) to schedule a Zoom appointment to meet with a consultant.

Section Order

In accordance with the above requirements, all manuscripts must contain the following components, in the order listed:

- Title page
- Copyright page
- Dedication (optional)
- Acknowledgments
- Table of Contents
- List of Tables (if any)
- List of Figures (if any)
- List of Symbols/Abbreviations/Nomenclature (if any)
- List of Acronyms/Terms (if any)
- List of Examples (if necessary and only for music)
- Abstract
- Body chapters (number and titles will vary according to manuscript organization)
- Appendix (optional)
- List of References
- Biographical Sketch

File Name

The file name for a thesis or dissertation will be automatically renamed/labeled by GIMS as Last name_First initial (with underscore between the name and initial; EX: Washington_G.pdf).

Choosing a Style Guide for References

Choose one journal as a model for exact reference style. Submit a copy of the example/sample when making your First Submission. This should be attached as a support file within GIMS. A style manual for preparing manuscripts for publication may also be useful to you. However, the formatting requirements in this guide take precedence over all other manuals and style sheets. Never use other theses and dissertations as guides for your formatting.

Spacing and Margin Requirements

All standard manuscripts should be double-spaced. There must be only one single-spaced blank line between paragraphs. Use a standard indent for the first line of all paragraphs, and it must be consistent throughout the document.

Text should be continuous throughout each chapter. Do not leave gaps of blank space on pages before figures or tables. When tables or figures are included on the same page as text, leave one single-spaced blank line before and after the figure or table. We recommend that figures and tables be placed at the end of each chapter to avoid spacing issues.

Single space the following: Short, itemized statements, subheadings and chapter titles, figure legends, table titles, footnotes or notes, certain appendix material, and all reference entries. List of References, Lists of Tables and List of Figures, and notes must be single-spaced with blank line between entries.

Page numbers are centered on the bottom of the page. Page numbering is continuous throughout the entire document, starting with the Title Page as page 1.

The document must be formatted to a standard 8.5" x 11" page. The margin must be 1 inch on all sides. However, a section break or page break with a 1-inch margin

from the top of the page to the heading should be used for each new major division

(Chapters and Appendices, Acknowledgments, Table of Contents, List of Tables, List of

Figures, Abstract, Reference List, and Biographical Sketch).

Files and Links

The functionality of all links should be checked before submitting the PDF. Often

links may work perfectly in the Word File, but they may not work in the PDF. Check PDF

file(s) carefully before submission.

PRELIMINARY PAGES

All preliminary pages are counted starting from the title page. Beginning with the Acknowledgments, page numbers must be typed in the center bottom margin.

The preliminary pages (Title Page, Acknowledgments, Abstract) and the Biographical Sketch must be in English, as must all navigational headings (chapter and appendix navigational headings, Acknowledgments, Table of Contents, List of Tables, List of Figures, Abstract, Reference List, and Biographical Sketch). This includes a thesis or dissertation written in a language other than English.

The preliminary pages of every document must include a Title Page, a Copyright Page, Acknowledgments, a Table of Contents, List of Tables (if any), List of Figures (if any), and an Abstract. The body chapters begin on a new page directly after the Abstract. Following the body of the document, appendices may be included; if included, these should be labeled by letters (e.g., Appendix A, Appendix B, etc.) If only one appendix is included, it should simply be titled Appendix, without any letter designation. Following that, the List of References and Biographical Sketch must be included for the submission document to be considered complete.

Title Page

The title should consistent in every use (including punctuation and hyphenation) on the title page, Abstract, and in GIMS. Authors in scientific fields should use words instead of Greek letters and symbols. Spell out abbreviated terms. Your name must be the same as listed in GIMS; you must write it consistently on the title page, Abstract, Biographical Sketch.

Check GIMS for the correct title of your degree. The degrees Doctor of Philosophy and Doctor of Education are complete as stated, and in no case should a

minor be included as part of the degree title. For an example, see the sample title page in the UF template.

Copyright Notice

As the author of the thesis or dissertation, the student is automatically the copyright holder and must include a copyright page in their document. The copyright page should be placed immediately after the title page. This page is counted (as Page 2). Insert the copyright symbol followed by year (of degree award) followed by your name in Title Case. For an example, see the copyright page in the UF template.

The PDF is archived and available online, thus written permission is needed for the use and electronic publication of copyrighted text, figures, tables, and objects. Although, it is not required to register the copyright with the US Copyright Office, it is recommended that all students and faculty consult the US Copyright Office website for guidance in matters related to fair use and copyright infringement.

Acknowledgments

Acknowledgments are required for all theses and dissertations published by the University of Florida Graduate School. Acknowledgments must be written in complete sentences and be minimally 2-3 sentences long. Some funding sources require mention of their financial support in this section of the thesis or dissertation.

Table of Contents

In the Table of Contents, students must link all major headings (Acknowledgments, List of Tables, List of Figures, Abstract, Chapter and Appendix Titles, Reference List, and Biographical Sketch) and subheadings to the corresponding pages in the text. Use blue font to highlight all links in the Table of Contents. Paragraph

headings are not included in the Table of Contents. For an example, see the sample Table of Contents pages in the UF template.

List of Tables and List of Figures

These lists are required for theses and dissertations that contain tables or figures. Table and figure titles must match the same general title of your table or figure. Do not combine figures and tables into one list.

Do not include supplementary info on List of Figures or List of Tables such as citations, references, photo credits, adaptations, etc. Give the general figure title only (do not describe the subparts here) for figures with subparts. Table titles and figure titles on Lists of Tables and List of Figures must be single-spaced for each entry with a blank line between each entry. For an example, see the sample List of Tables and List of Figures in the UF template.

List of Objects

Objects are defined for this purpose as video, audio, or other file types that are not specifically tables or figures. The entries on this list should each be linked to the actual corresponding object in the text. Use blue font to highlight all links in these lists.

List of Abbreviations

List of Abbreviations should include all abbreviations in alphabetical order and be left aligned. Each entry must be single-spaced with a blank line between each entry.

Abstract

Every thesis or dissertation must include an abstract of the work. All abstracts must conform to the margin and formatting requirements in this guide. This abstract generally includes a brief statement of the project, a discussion of methods and procedures used in gathering data, experimental or study results, and conclusions

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drawn from the results. The abstract should be about the study (not about the thesis or dissertation). Abstracts must be fewer than 350 words. Doctoral candidates should be aware that the abstract may be published. For an example, see the sample Abstract in the UF template.

MAIN TEXT PAGES

The document must be organized as one cohesive study. Text should be formatted using the appropriate styles from the UF template. The main text contains the introduction, main body (including tables and figures), and the summary or conclusions. Chapter 1 will be an introductory chapter, followed by the supporting body chapters, and concluded within the final chapter. There should not be multiple subheadings titled "introductions" and "conclusions" throughout the body chapters. These research areas should be addressed in these chapters but should be alternatively titled.

Headings

Each chapter heading subheading, table heading, and figure legend should be single-spaced. The UF template shows the correct format for all levels of headings. When listing headings in the Table of Contents, indent logically to identify each level.

Tables

Table numbers should be coded to chapter number or appendix letter (Table 3-1 is the first table in Chapter 3, and Table B-1 is the first table in Appendix B). Tables cannot have subparts—do not designate them with letters—each table must have a separate number. To see an example of a table, see the UF template.

All table titles should be single-spaced in the top row of the table. Use consistent capitalization for all table titles, column headings, and cell entries. Insert notes and table sources under the bottom row of the table, not at the bottom of the page. Give the full source of any borrowed material (and get permission from the copyright holder). For keys referring to table notes, use superscript lowercase letters (not numerals). Place keys only in column headings or in the main body of the table; never in the table number

or title. For tables in which data are compared, align similar digits and decimal points in straight columns. Do not center the columns of numbers.

Definition of Landscape

A landscape page is one in which all text, excluding page numbers, is written on the 11-inch length, not the 8-1/2-inch width. Table numbers and headings are written above the table. Figure numbers and captions are written below the figure. The page number may appear at the bottom of the portrait page or at the bottom of the landscaped page and must be treated consistently on each landscaped page within the document.

Continued Tables

Tables too long or too wide for a single page landscape or upright (portrait) — may be continued on the following page(s). The table title should not be repeated. The heading should be written in continued format (e.g., "Table 1-10. Continued") and column and row headings must be repeated for continued tables.

Oversized Tables

Tables too long to conform to minimum margins may be typed in a slightly smaller font (no more than a 2-pt. reduction in size from the body text). The page number, table number, and title should be in the same font size as the text of the document, mimicking all other table headings in the body.

<div align="center">

Figures

</div>

Charts, maps, graphs, diagrams, photographs, plates should all be called figures. Code all of them to chapter number or appendix letter (e.g., Figure 3-1 is the first figure in Chapter 3, and Figure B-1 is the first figure in Appendix B); apply this style to tables as well. Never code these to numbered subheadings within a chapter.

The figure number and single-spaced title should be written below the figure. Figures from other sources must include a source citation after the figure description and also include the source in the reference list. Figures may be inserted near their first mention in the text or placed at the end of each chapter. Figure and table styles should be set up in a consistent style throughout the entire document.

Figures with Subparts

For figures containing subparts, the figure description must begin with a general title; then describe all subparts. Label the actual subparts of the figure as A or B, or C. Example of this:

Figure 2-10. The general title of the figure (what all parts have in common—this is the portion that would go in the List of Figures). A) Description of subpart A. B) Description of subpart B. C) Description of subpart C.

If a figure runs more than one page, type only "Figure 2-10. Continued" below the figure on the continuation pages. Description of the subparts should appear only in the figure legend (on the first page of the figure)—not on continuation pages—and not in the subpart label.

Notes, Textual Reference, And Bibliographic Systems

The Graduate School requires that you choose one reference style and use it consistently for all entries. You should use the style of one standard scholarly journal in your field. The Graduate School checks all documents for correct and consistent usage within your chosen style. Failure to document references in a consistent and acceptable style means that the document may be returned without review. Certain mechanics (listed below) apply to all reference systems.

It is helpful to link text citations to the reference list. While this is not currently a requirement, it is a mark of good quality in a publication. The links should be written in blue and link directly to the reference in the list, not just to the top of the list. If any online documents are included in the reference list, they must be linked to the appropriate URL.

Mechanics Applicable to All Reference Systems

- All reference lists should be typed single-spaced with a single blank line between each entry.

- The use of et al. in the text indicates three or more authors. There should be no comma before et and no period after et (since et is not an abbreviation). There should be an abbreviation point after al.

- Possessive ('s) cannot be used with et al.

- The order of multiple authors cited in the text must agree with the order of names in the reference list.

- Citation numbers should not be used syntactically as part of a sentence.

- Personal communications are not retrievable and thus do not belong in the reference list.

- When alphabetizing several works by the same first author, arrange the entries so that single-author works precede multiple-author listings (e.g., an article by Smith should be before one by Smith and Jones).

- Alphabetize corporate authors by the first significant word of their names. Introductory articles (a, an, the) are disregarded when alphabetizing by title.

- Numerals should be alphabetized as if they were spelled out.

- The letter-by-letter approach should be used when alphabetizing acronyms and abbreviations.

- If a textual reference to the work is found in a book edited by someone else, the author's name is used rather than the editor's. If the reference is to the editor's section of the book, use the editor's name.

- If no author, corporate author, or editor is cited, refer to the work by title.

- Any retrievable reference cited in the text must be included in the reference list.

- Do not include works that you have not read or that are not cited in the text.

- Direct quotes cited within the text should include page citations.

- Each web reference should include an author (and/or publisher), a year, a title, and a place accessed (web address).

Notes

Notes include footnotes, which appear at the foot of the page on which the citation number appears, and end-of-chapter notes, where they should be listed under the first-level subheading titled Notes. Notes cannot be placed at the end of the manuscript. A complete reference list also must be included at the end of the document.

Begin numbering notes with 1 for each new chapter. Material appropriate for notes includes personal correspondence, interviews, class notes, or other personal property belonging to the author.

End-of-Chapter Notes

End-of-chapter notes should be single-spaced with a single-spaced blank line between notes. All notes must be numbered consecutively, beginning again with 1 for each new chapter. Notes should begin immediately after the text with a 1st-level heading titled Notes. This should be listed in the Table of Contents as a 1st-level subheading as well.

Footnotes

All footnotes should be single-spaced with a line between entries, three lines below the text, and separated from it by a 1-inch line. If a long footnote is continued on the next page, it should break in the middle of the sentence. Every footnote must begin

on the page that carries the superscript indicator. Font size for all footnotes should be 10 point.

Types of Reference Styles

Alphabetical Systems

An alphabetical reference list organizes reference entries by authors' last names and dates. All names and dates must be verified against the reference list for spelling and correct dates. References with the same name(s) and date should be identified as 1986a and 1986b in the text and in the reference list. Page numbers for direct quotes are included in the in-text citation as (Smith, 1993, p. 6).

Numerical Systems

A numerical reference list organizes reference entries according to the sequence in which they are introduced into the text. Ensure strict numerical sequence if this system is chosen. In a sequential system, one cannot cite Reference 10 before citing References 1-9 in sequence.

In numbered systems, the first reference number assigned to a work of an author is <u>retained</u> throughout. A second work by the same author requires a new number. In any reference system, the names cited in the text must agree with those found in the reference list. Superscript references, parenthetical references, and bracketed reference numbers <u>cannot</u> be subjects of sentences or objects of prepositions.

All numbered references used in the text <u>must</u> appear in the reference list. Textual superscript numbers must be <u>after</u> any punctuation except dashes. Numbered references also may be entered in text and enclosed within parentheses or brackets.

These numbers <u>precede</u> all terminal punctuation except after a single-spaced block quotation. Multiple references and page numbers may be cited as follows:

Many researchers have found this to be true.[1-14]

Many researchers have found this to be false (11-23).

"This is true" (11, p. 554).

"This is true" [5:597].

BACK PAGES

The back pages include the Appendices, Reference List, and Biographical Sketch.

Appendix Material

The appendix includes material that is supplementary to the body of the main text. Use a separate appendix for each different type of material (EX: questionnaires, maps, other types of data).

Appendix letters and titles should be formatted the same as chapter numbers and titles. If an appendix contains tables or figures, number and format them to be consistent with all others in the thesis or dissertation. Code each to the letter of the appendix in which they appear.

Reference Lists

Reference lists must have entries that are single-spaced with one blank line between each of the entries. Reference lists cannot be added at the end of each chapter and must appear at the end of the document, after any appendices, and before the Biographical Sketch. A journal article in the author's field should be submitted in GIMS and used as a model when creating the reference list and when citing references within the body. The citation style chosen should be modeled consistently throughout the entire document. It is recommended that all students use citation managers such as EndNote Online, Mendeley, or Zotero, which are available free of charge to UF students.

Biographical Sketch

A biographical sketch is required of all candidates. This must be written in a third-person narrative form. It typically includes the educational background of the candidate.

Key things to remember when compiling the Biographical Sketch:

- You will have graduated by the time this document is made available to the public, so you can write your Biographical Sketch to reflect this fact.

- Academic degrees in their proper noun forms are always capitalized (e.g., Master of Arts, Master of Science, Bachelor of Arts, Doctor of Philosophy, etc.). When you refer to them by laymen's terms, do not capitalize them (e.g., master's degree, bachelor's degree, doctorate, doctoral degree, etc.)

- Academic subjects, disciplines, or fields (e.g., biology, chemistry, engineering, architecture, mathematics, women's studies, etc.) are not capitalized unless they are proper nouns (e.g., Latin American studies, English, Department of Electrical and Computer Engineering, etc.).

MECHANICS FOR THESES AND DISSERTATIONS

Although each candidate should use an accepted style guide or standard scholarly journal as the basic guide for general usage of numbers, abbreviations, and expressions. Some general rules apply to all theses and dissertations.

Abbreviation of Measurement

Numerals should be used with decimals, percentages, and units of measure (including time). EX: 50% Spell out the number if it is the first word of a sentence or title. You must spell out the unit (percent, for example) if the number is spelled out. EX: Fifty percent

Ellipses

Within a sentence, omissions are indicated by three spaced ellipsis points. If the omission is at the end of a sentence, the final period precedes the three ellipsis points. When typed correctly, it looks like this. . . .

Plural Words

Forms such as data, criteria, phenomena, media, spectra, maxima, or minima require plural verbs and components (are, these, their--not is, this, which are used with the singular form).

Quotations

Quotations longer than 40 words should be set off from the text in **block** form, indented from the left margin. There should be no quotation marks before or after block quotations.

Brackets [ ] should be used to indicate the candidate's insertions. In textual quotations, source reference and page number should be outside the final end quote.

For block quotations, this information should appear after the terminal punctuation. Page numbers should be provided for direct quotations.

When a quotation, either in the text or block, is used as a syntactical part of the author's sentence, it begins with a lowercase letter, even if the original is a complete sentence beginning with a capital.

The candidate should use [sic] only to indicate a natural doubt as to meaning or error in fact. Errors that are obviously typographical should be corrected as an editorial courtesy.

Widows and Orphans

Widows, the last line of a paragraph ending as the first line of a new page, are not allowed. Most software provides widow and orphan protection. <u>Never</u> begin a paragraph on the last line of a page (orphan).

Headings and New Paragraphs

A heading never should appear on the last line of a page; there should be at least two lines of text after it, or the heading should be carried over. There must be only one blank line of space between paragraphs (do NOT triple space). Use a standard indent for the first line of each paragraph consistently throughout the entire document.

CREATIVE WRITING THESES

Candidates in the English department who author a collection of poems, short stories, or a novel for a thesis degree should consult the Thesis, Dissertation, and Publication team and not refer to other theses as a guide to format. Typing, spacing, margin, heading, numbering, and formatting requirements in this guide apply to all theses.

If a thesis consists of a collection of poems that are not grouped under headings, the first page of each poem has a 1-inch top margin. Each poem title is centered and in all capital letters. Each page is numbered bottom center. The poems may be double- or single-spaced and left- or center-aligned but must conform to the other margin and formatting requirements in this guide.

If a thesis consists of a collection of poems grouped under several headings, the title of each grouping or part is in all capital letters. In the body, this heading appears on its own page, and the first page of each grouping has a 1-inch top margin. The titles of the poems under each group or part are treated as 1st-level subheadings; that is, they are centered and bold, with only the first letters of principal words capitalized. The poems may be double- or single-spaced and left- or center-aligned but must conform to the other margin and formatting requirements in this guide.

If the thesis consists of a collection of short stories, the first page of each short story has a 1-inch top margin. Each page is numbered bottom center. The short story title is centered and in all capital letters. Short stories must be double-spaced and must conform to the margin and formatting requirements in this guide.

If the thesis is a novel, the first page of each chapter has a 1- or 2-inch top margin. Each of the subsequent pages carries 1" margins all around. Each page is

numbered at the bottom center. The chapter title (if chapter titles are used) is in all capital letters. If no title is used, the word CHAPTER is in all capital letters followed by the chapter number. Novels are typed double-spaced and must conform to the margin and formatting requirements in this guide.

ARTICLES AS PART OF THESIS OR DISSERTATION

Candidates in scientific fields often plan to publish the results of their research as journal articles. A chapter of the thesis or dissertation may later become a journal article, for example. Perhaps the thesis or dissertation contains several such chapters.

In such cases, the thesis or dissertation must be organized into a unified whole and treated as one entire study. The Graduate School emphasizes the thesis or dissertation is the primary objective and external publication is the secondary objective. Students must use the formatting requirements found in this guide for direction regarding styles required by the Graduate School, such as spacing and margins, pagination and copy sequence, heading formats, and overall preparation of the thesis or dissertation document. They should look to their committee members for guidance regarding academic rigor and the content of the document. Students should be made aware that even when they are the sole author of a publication, they may share copyright with the journal that published it. Material produced by coauthors should be so noted, cited, and adapted appropriately to reflect the student's scholarly input. It is the supervisory committee's responsibility to ensure that the thesis or dissertation reflects a sufficient level of original and scholarly work by the candidate.

Chapter 1 must be a general introduction, tying everything together into one detailed study. Generally, this chapter is titled "INTRODUCTION" but may be named something different/else. The last chapter should include general conclusions, again tying everything together into a unified whole document. This chapter is generally titled "CONCLUSIONS," but also may be retitled.

If the chapter titles of INTRODUCTION and CONCLUSION are used, there should not be multiple subheadings titled "introductions" and "conclusions" throughout

the body chapters. These research areas should be addressed in these chapters but should be titled appropriately, keeping in mind that a subheading in the body should never repeat a chapter's heading directly. Either forego the subheadings by introducing the introductory text directly following the chapter heading or by renaming the subheadings (e.g., Concluding Remarks, Summary, In Closing, Findings).

Note: A thesis or dissertation may include journal articles as chapters if all copyright considerations are addressed appropriately with the copyright holder. Even if the student is the sole copyright holder, any chapter representing a journal article needs an unnumbered footnote at the bottom of the first page of the chapter indicating, "Reprinted with permission from . . . " giving the source, just as it appears in the List of References. Regardless of the author's previous publications, the thesis/dissertation must have only one abstract and one reference list and must form a singular cohesive piece of research.

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Required for all University of Florida theses and dissertations:

- Copyright Page

- Acknowledgments Page

- Table of Contents covering the entire study.

- A single/singular Abstract for the entire study (before Chapter 1)

- Reference List for the entire study

- Biographical Sketch

- All pages are counted in sequence—from the Title Page (1) through the Biographical Sketch. Page numbers appear centered on the bottom of each page, beginning with the Acknowledgments (Page *3 – if you have dedication then the Acknowledgments may be page 4)*.