

The Graduate School thesis and dissertation guide

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Website: <http://gradschool.unc.edu/etdguide/>



UNC
THE GRADUATE SCHOOL

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INTRODUCTION

Please read this Thesis and Dissertation Guide (Guide) carefully before preparing your thesis or dissertation. Staff members in the Admissions and Enrolled Students area of The Graduate School are available to assist you in preparing and submitting your thesis or dissertation. You are encouraged to visit the [Admissions and Enrolled Students Contacts website](#) and contact Graduate School staff if you have questions about these guidelines.

This Guide is not meant to be an exhaustive manual. For specific questions of style, consult the most recent edition of the style manual used in your disciplinary field (e.g., Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*; *The MLA Style Manual*; or the *American Psychological Association (APA) Style Manual*). When using a style manual, follow the specifications for published documents, but do not include typesetting notations often used when submitting manuscripts to a publisher. For assistance with style manuals, consult the following [library resource site](#), or visit a campus library or the Writing Center.

For assistance formatting your document in Microsoft Word, visit the [Microsoft Office support site](#) and search online for various elements, such as customized table of contents, section breaks, and footnotes. For assistance formatting your document in LaTeX, you may want to visit this [LaTeX resource site](#), or review this [tutorial guide for text formatting](#). There may also be formatting workshops offered through [The Graduate School's Professional Development program](#). Please note that The Graduate School does not offer technical support for Microsoft Word, LaTeX, or other word processing programs that students may use. It is each student's responsibility to ensure that his or her document is formatted appropriately according to the requirements set forth in this Guide.

Pay careful attention to spelling, punctuation, and grammar in your thesis or dissertation, as your work will be available for others to access online. The Graduate School will not review your thesis or dissertation for proofreading and editing purposes. The Graduate School will check your thesis or dissertation for proper formatting only.

Please note that the work in your thesis or dissertation must be your own. Consult the [Honor Code](#) or the [Graduate School Handbook](#) if you have questions about plagiarism. See [Section IV](#) of this Guide for information on Copyright.

If there is a discrepancy in formatting between a style manual and this Guide, the regulations set forth in this Guide take precedence. Please do not use another thesis or dissertation as a model for your work since a particular style or example in a previous year may not meet current guidelines. Also, certain commonly used software packages may require format modifications in order to comply with current guidelines. **It is your responsibility to ensure that your thesis or dissertation is formatted correctly before you submit it to The Graduate School.**

THESIS AND DISSERTATION GUIDE

I. ORDER AND COMPONENTS

Please see the sample thesis or dissertation pages throughout and at the end of this document for illustrations. The following order is **required** for components of your thesis or dissertation:

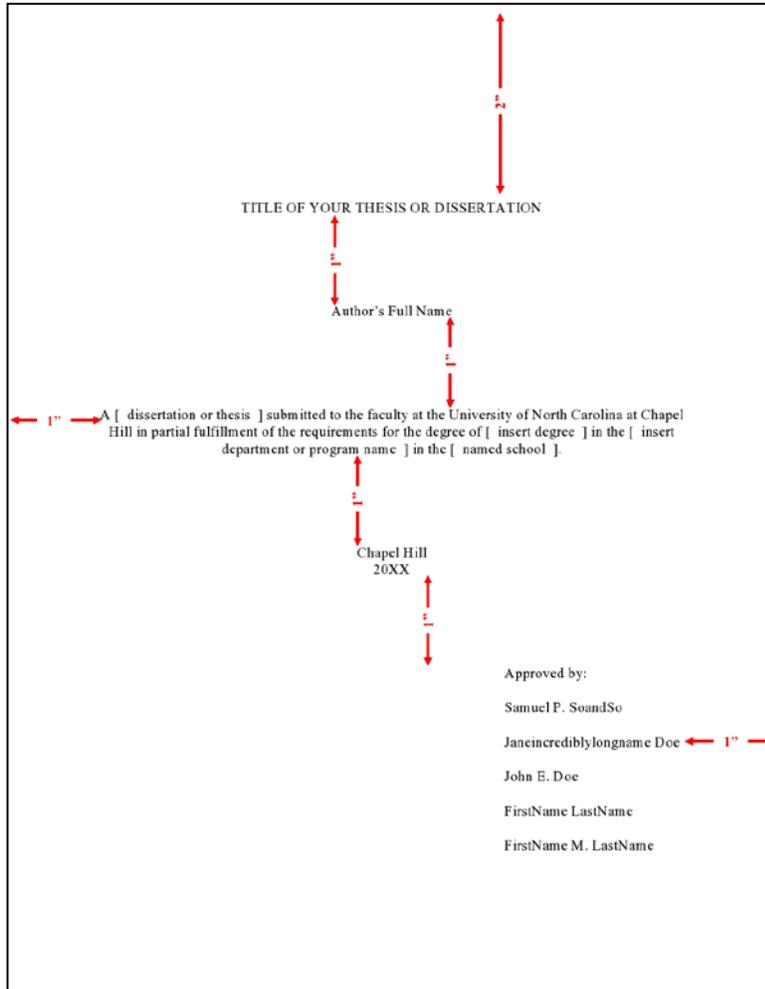
1. Title Page
2. Copyright Page
3. Abstract
4. Dedication, Acknowledgements, and Preface (each optional)
5. Table of Contents, with page numbers
6. List of Tables, List of Figures, or List of Illustrations, with titles and page numbers (if applicable)
7. List of Abbreviations (if applicable)
8. List of Symbols (if applicable)
9. Chapters, including:
 - Introduction, if any
 - Main body, with consistent subheadings as appropriate
10. Appendices (if applicable)
11. Endnotes (if applicable)
12. References (see section on [References](#) for options)

Many of the components following the title and copyright pages have required headings and formatting guidelines, which are described in the following sections.

Please consult the [Sample Pages](#) to compare your document to the requirements. A [Checklist](#) is provided to assist you in ensuring your thesis or dissertation meets all formatting guidelines.

TITLE PAGE

The title page of a thesis or dissertation must include the following information:



1. The title of the thesis or dissertation in all capital letters and centered 2" below the top of the page.
2. Your name, centered 1" below the title. Do not include titles, degrees, or identifiers. The name you use here does not need to exactly match the name on your university records, but we recommend considering how you will want your name to appear in professional publications in the future.
3. The following statement, centered, 1" below your name: "A [dissertation or thesis] submitted to the faculty at the University of North Carolina at Chapel Hill in partial fulfillment of the requirements for the degree of [insert degree] in the [insert department or program name] in the

[named school]." End this statement with a period.

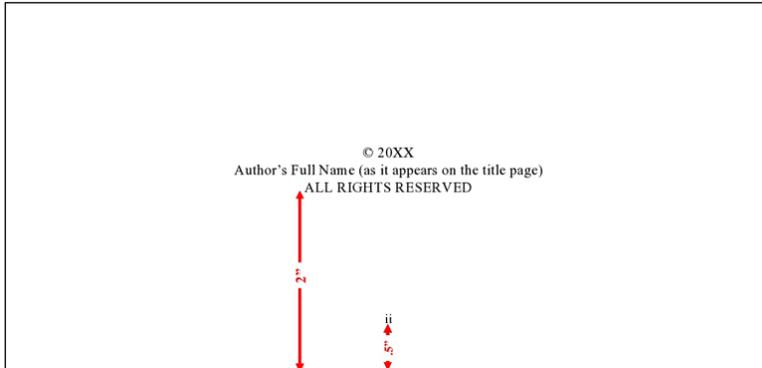
Notes on this statement:

- When indicating your degree in the second bracketed space, use the full degree name (i.e., Doctor of Philosophy, not Ph.D. or PHD; Master of Public Health, not M.P.H. or MPH; Master of Social Work, not M.S.W. or MSW).
- List your department, school, or curriculum rather than your subject area or specialty discipline in the third bracketed space. You may include your subject area or specialty discipline in parentheses (i.e., Department of Romance Languages (French); School of Pharmacy (Molecular Pharmaceutics); School of Education (School Psychology); or similar official area).
- If you wish to include both your department and school names, list the school at the end of the statement (i.e., Department of Pharmacology in the School of Medicine).

- Complete examples:
 - A dissertation submitted to the faculty at the University of North Carolina at Chapel Hill in partial fulfillment of the requirements for the degree of Doctor of Philosophy in the Department of Public Policy.
 - A thesis submitted to the faculty at the University of North Carolina at Chapel Hill in partial fulfillment of the requirements for the degree of Master of Science in the School of Dentistry (Endodontics).
 - A thesis submitted to the faculty at the University of North Carolina at Chapel Hill in partial fulfillment of the requirements for the degree of Master of Science in the Department of Nutrition in the Gillings School of Global Public Health.
 - A dissertation submitted to the faculty at the University of North Carolina at Chapel Hill in partial fulfillment of the requirements for the degree of Doctor of Philosophy in the School of Education (Cultural Studies and Literacies).
- 4. The words “Chapel Hill” must be centered 1” below the statement.
- 5. One single-spaced line below that, center the year in which your committee approves the completed thesis or dissertation. This need not be the year you graduate.
- 6. Approximately 2/3 of the way across the page on the right-hand side of the page, 1” below the year, include the phrase “Approved by:” (with colon) followed by each faculty member’s name on subsequent double-spaced lines. Do not include titles such as Professor, Doctor, Dr., PhD, or any identifiers such as “chair” or “advisor” before or after any names. Line up the first letter of each name on the left under the “A” in the “Approved by:” line. If a name is too long to fit on one line, move this entire section of text slightly to the left so that formatting can be maintained.
- 7. No signatures, signature lines, or page numbers should be included on the title page.

COPYRIGHT PAGE

Include a copyright page with the following information single-spaced and centered 2" above the bottom of the page:



© Year
Author's Full Name (as it appears
on the title page)
ALL RIGHTS RESERVED

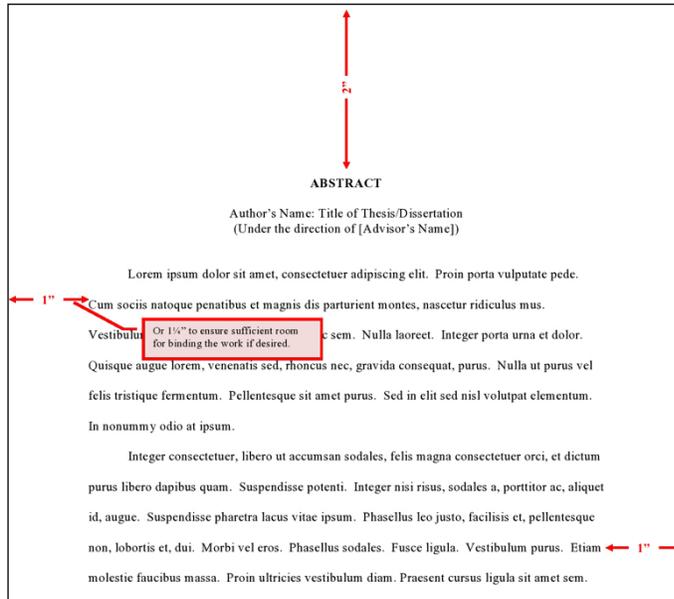
This page immediately follows the title page. It should be numbered with the lower case Roman numeral ii centered with a 1/2" margin from the bottom edge.

Inclusion of this page offers you, as the author, additional protection against copyright infringement as it eliminates any question of authorship and copyright ownership. You do not need to file for copyright in order to include this statement in your thesis or dissertation. However, filing for copyright can offer other protections.

See [Section IV](#) for more information on copyrighting your thesis or dissertation.

ABSTRACT

Include an abstract page following these guidelines:



1. Include the heading "ABSTRACT" in all capital letters, and center it 2" below the top of the page.
2. One double-spaced line below "ABSTRACT", center your name, followed by a colon and the title of the thesis or dissertation. Use as many lines as necessary. Be sure that your name and the title exactly match the name and title used on the Title page.
3. One single-spaced line below the title, center the phrase "(Under the direction of [advisor's name])". Include the phrase in parentheses. Include the first and last name(s) of

your advisor or formal co-advisors. Do not include the name of other committee members. Use the advisor's name only; do not include any professional titles such as PhD, Professor, or Dr. or any identifiers such as "chair" or "advisor".

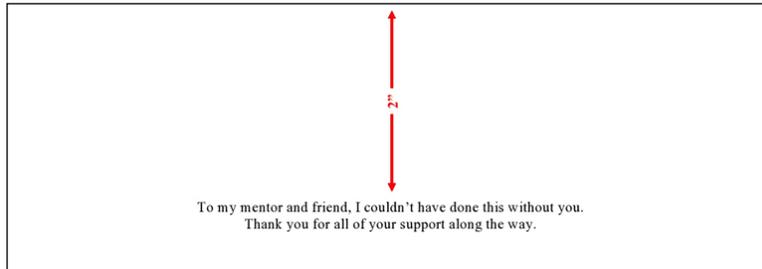
4. Skip one double-spaced line and begin the abstract. The text of your abstract must be double-spaced and aligned with the document's left margin with the exception of indenting new paragraphs. Do not center or right-justify the abstract.
5. Abstracts cannot exceed 150 words for a thesis or 350 words for a dissertation.
6. Number the abstract page with the lower case Roman numeral iii (and iv, if more than one page) centered with a 1/2" margin from the bottom edge.

Because your abstract will be published in [Masters Abstracts International](#) or in [Dissertation Abstracts International](#), please write and proofread it carefully. When possible, avoid including symbols or foreign words in your abstract, as they cannot be indexed or searched. Avoid mathematical formulas, diagrams, and other illustrative materials in the abstract. Offer a brief description of your thesis or dissertation and a concise summary of its conclusions. Be sure to describe the subject and focus of your work with clear details and avoid including lengthy explanations or opinions.

Your title and abstract will be used by search engines to help potential audiences locate your work, so clarity will help to draw the attention of your targeted readers.

DEDICATION, ACKNOWLEDGEMENTS, PREFACE (OPTIONAL)

You have an option to include a dedication, acknowledgements, or preface. If you choose to include any or all of these elements, give each its own page(s).



A *dedication* is a message from the author prefixed to a work in tribute to a person, group, or cause. Most dedications are short statements of tribute beginning with "To ..." such as "To my family".



Acknowledgements are the author's statement of gratitude to and recognition of the people and institutions that helped the author's research and writing.

A *preface* is a statement of the author's reasons for undertaking the work and other personal comments that are not directly germane to the materials presented in other sections of the thesis or dissertation. These reasons tend to be of a personal nature.

Any of the pages must be prepared following these guidelines:

1. Do not place a heading on the dedication page.
2. The text of short dedications must be centered and begin 2" from the top of the page.
3. Headings are required for the "ACKNOWLEDGEMENTS" and "PREFACE" pages. Headings must be in all capital letters and centered 2" below the top of the page.
4. The text of the acknowledgements and preface pages must begin one double-spaced line below the heading, be double-spaced, and be aligned with the document's left margin with the exception of indenting new paragraphs.
5. Subsequent pages of text return to the 1" top margin.
6. The page(s) must be numbered with consecutive lower case Roman numerals (starting with the page number after the abstract) centered with a 1/2" margin from the bottom edge.

TABLE OF CONTENTS

Include a table of contents following these guidelines:

TABLE OF CONTENTS	
← 1" →	LIST OF TABLES ix
	LIST OF FIGURES x
	LIST OF ABBREVIATIONS xi
	CHAPTER 1: TITLE OF CHAPTER 1 1
	Introduction 1
	Section 1.1 1
	Subheading 1 2
	Subheading 2 2
	Section 1.2 2
	CHAPTER 2: TITLE OF CHAPTER 2 4
	Introduction 4
	Ad Nulla Dolor Dolor Magna Quis ex in Aute Tempor Magna Convallis Lacus Eiusmod in est Commodo et Veniam 4
	Praesent Vel Justo Dapibus 5
	Mauris Est Auctor Ligula 8
	ENDNOTES 10
	APPENDIX 1: TITLE OF APPENDIX 11
	APPENDIX 2: TABLE OF DATA FINDINGS 12
	REFERENCES 13

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1. Include the heading "TABLE OF CONTENTS" in all capital letters, and center it 2" below the top of the page.
2. Include one double-spaced line between the heading and the first entry.
3. The table of contents should not contain listings for the pages that precede it, but it must list all parts of the thesis or dissertation that follow it.
4. If relevant, be sure to list all appendices and a references section in your table of contents. Include page numbers for these items but do not assign separate chapter numbers.
5. Entries must align with the document's left margin or be indented to the right of the left page margin using consistent tabs.

6. Major subheadings within chapters must be included in the table of contents. The subheading(s) should be indented to the right of the left page margin using consistent tabs.
7. If an entry takes up more than one line, break up the entry about three-fourths of the way across the page and place the rest of the text on a second line, single-spacing the two lines.
8. Include one double-spaced line between each entry.
9. Page numbers listed in the table of contents must be located just inside the right page margin with leaders (lines of periods) filling out the space between the end of the entry and the page number. The last digit of each number must line up on the right margin.
10. Information included in the table of contents must match the headings, major subheadings, and numbering used in the body of the thesis or dissertation.
11. The Table of Contents page(s) must be numbered with consecutive lower case Roman numerals centered with a 1/2" margin from the bottom edge.

LISTS OF TABLES, FIGURES, AND ILLUSTRATIONS

If applicable, include a list of tables, list of figures, and/or list of illustrations following these guidelines:

LIST OF FIGURES	
Figure 1 - Maccenas vitae eros eget velit viverra pulvinar.....	39
Figure 2.1 - Sed iaculis sem blandit pede	113
Figure 2.2 - Sed ut enim convallis nulla porta consequat que nibh eu metus convallis	155
Figure 3 - Morbi varius nibh eu metus.....	216
Figure 4 - Vitae enim	339

1. Include the heading(s) in all capital letters, centered 1" below the top of the page.
2. Include one double-spaced line between the heading and the first entry.
3. Each entry must include a number, title, and page number.

4. Assign each table, figure, or illustration in your thesis or dissertation an Arabic numeral. You may number consecutively throughout the entire work (e.g., Figure 1, Figure 2, etc.), or you may assign a two-part Arabic numeral with the first number designating the chapter in which it appears, separated by a period, followed by a second number to indicate its consecutive placement in the chapter (e.g., Table 3.2 is the second table in Chapter Three).
5. Numerals and titles must align with the document's left margin or be indented to the right of the left page margin using consistent tabs.
6. If an entry takes up more than one line, break up the entry about three-fourths of the way across the page and place the rest of the text on a second line, single-spacing the two lines.
7. Include one double-spaced line between each entry.
8. Page numbers must be located just inside the right page margin with leaders (lines of periods) filling out the space between the end of the entry and the page number. The last digit of each number must line up on the right margin.
9. Numbers, titles, and page numbers must each match the corresponding numbers, titles, and page numbers appearing in the thesis or dissertation.
10. All Lists of Tables, Figures, and Illustrations page(s) must be numbered with consecutive lower case Roman numerals centered with a 1/2" margin from the bottom edge.

LIST OF ABBREVIATIONS

If you use abbreviations extensively in your thesis or dissertation, you must include a list of abbreviations and their corresponding definitions following these guidelines:



LIST OF ABBREVIATIONS	
CIDSA	Coremfeguiatcras idligulacestibulum doloripurismetus sipsuntortor armetnuncad
CIN	Cestibulum in nunc
CMT	Cras metus tortor
GNQ	Givamus non quam
IA	Iuspendisse aliquam
IFLID	Iroindapibu feugiateleifend ligulaidpurusadipiscing igloremipsum ddolorsitametconsectetuer
LR	Led rhoncus
MCPJ	Muis cursus posuere justo

1. Include the heading “LIST OF ABBREVIATIONS” in all capital letters, and center it 1” below the top of the page.
2. Include one double-spaced line between the heading and the first entry.
3. Arrange your abbreviations alphabetically.
4. Abbreviations must align with the document’s left margin or be indented to the right of the left page margin using consistent tabs.

5. If an entry takes up more than one line, single-space between the two lines.
6. Include one double-spaced line between each entry.
7. The List of Abbreviations page(s) must be numbered with consecutive lower case Roman numerals centered with a 1/2” margin from the bottom edge.

LIST OF SYMBOLS

If you use symbols in your thesis or dissertation, you may combine them with your abbreviations, titling the section “LIST OF ABBREVIATIONS AND SYMBOLS”, or you may set up a separate list of symbols and their definitions by following the formatting instructions above for abbreviations. The heading you choose must be in all capital letters and centered 1” below the top of the page.

II. FORMATTING GUIDELINES

MARGINS

All copies of a thesis or dissertation must have the following uniform margins throughout the entire document:

Left: 1" (or 1 ¼" to ensure sufficient room for binding the work if desired)

Right: 1"

Bottom: 1" (with allowances for page numbers; see section on [Pagination](#))

Top: 1"

Exceptions: The first page of each chapter (including the introduction, if any) begins 2" from the top of the page. Also, the headings on the title page, abstract, first page of the dedication/acknowledgements/preface (if any), and first page of the table of contents begin 2" from the top of the page.

NON-TRADITIONAL FORMATS

Non-traditional theses or dissertations such as whole works comprised of digital, artistic, video, or performance materials (i.e., no written text, chapters, or articles) are acceptable if approved by your committee and graduate program. A PDF document with a title page, copyright page, and abstract at minimum are required to be submitted along with any relevant supplemental files.

FONT TYPE AND SIZE

To ensure clear and legible text for all copies, choose a TrueType font recommended by ProQuest Dissertation Publishing. A list of recommended fonts can be found on [ProQuest's site](#).

Fonts must be 10, 11, or 12 points in size. Superscripts and subscripts (e.g., formulas, or footnote or endnote numbers) should be no more than 2 points smaller than the font size used for the body of the text.

PAGINATION

Paginate your thesis or dissertation following these guidelines:

1. Use lower case Roman numerals (ii, iii, iv, etc.) on all pages preceding the first page of chapter one. The title page counts as page i, but the number does not appear. Therefore, the first page showing a number will be the copyright page with ii at the bottom.
2. Arabic numerals (beginning with 1, 2, 3, 4, etc.) start at chapter one or the introduction, if applicable. Arabic numbers must be included on all pages of the text, illustrations, notes, and any other materials that follow. Thus, the first page of chapter one will show an Arabic numeral 1, and numbering of all subsequent pages will follow in order.
3. Do not use page numbers accompanied by letters, hyphens, periods, or parentheses (e.g., 1., 1-2, -1-, (1), or 1a).
4. Center all page numbers at the bottom of the page, 1/2" from the bottom edge.
5. Pages must not contain running headers or footers, aside from page numbers.
6. If your document contains landscape pages (pages in which the top of the page is the long side of a sheet of paper), make sure that your page numbers still appear in the same position and direction as they do on pages with standard portrait orientation for consistency. This likely means the page number will be centered on the short side of the paper and the number will be sideways relative to the landscape page text. See this site for [assistance with landscape pages in Microsoft Word](#).

TABLE 1: Nunc magna velit pilvinartu carsus

Letter name	Uppercase	Lowercase	Letter name	Uppercase	Lowercase
Alpha	Α	α	Nu	Ν	ν
Beta	Β	β	Xi	Ξ	ξ
Gamma	Γ	γ	Omicron	Ο	ο
Delta	Δ	δ	Pi	Π	π
Epsilon	Ε	ε	Rho	Ρ	ρ
Zeta	Ζ	ζ	Sigma	Σ	σ
	Η	η	Tau	Τ	τ
	Θ	θ	Upsilon	Υ	υ
Iota	Ι	ι	Phi	Φ	φ
Kappa	Κ	κ	Chi	Χ	χ
Lambda	Λ	λ	Psi	Ψ	ψ
Mu	Μ	μ	Omega	Ω	ω

Note page number (inserted as text box) for landscape pages.

FOOTNOTES

Format footnotes for your thesis or dissertation following these guidelines:

laoreet in, fringilla sit amet, sollicitudin vitae, erat.² Proin quam nulla, vehicula elementum, elementum quis, feugiat vel, mi. Nunc a nis. Vivamus ultricies. Labore eu eiusmod irure cillum incididunt ullamco irure³ dolore ea qui enim undefined incididunt deserunt sed sed ad ipsum

² Anim esse elit, ipsum veniam, Lorem sint enim fugiat et dolore aliqua Cupidatat pariatur. Occaecat minim elit, enim eu aliqua. Ex labore incididunt in est est dolore esse sit consectetur ipsum in aliquip est est veniam, deserunt magna velit dolore exercitation exercitation occaecat Excepteur consequat. Nostrud esse nisi Excepteur dolor occaecat in ut magna sed non anim pariatur. Duis ut nulla dolor in in exercitation ut ea dolore officia.

³ Integer volutpat, mauris varius vulputate faucibus, turpis libero rutrum diam, at fermentum velit odio id augue. Fusce diam massa, fringilla a tellus vitae, lobortis congue felis. Aliquam ullamcorper, libero vel pharetra tincidunt, mi dui viverra nibh, sed mollis dui lacus vel dui. In ornare nunc neque, nec pulvinar neque varius quis. Integer volutpat, mauris varius vulputate faucibus, turpis libero rutrum diam, at fermentum velit odio id augue. Fusce diam

2

rhoncus nisl. Vivamus pharetra urna quis orci tincidunt pharetra. Praesent vel justo dapibus, aliquam enim et, gravida ligula.

this is an instance of a footnote continuing onto the next page. Microsoft Word formatted this automatically. Notice that this is not identified with a number a second time as it continues to the next page. Fringilla a tellus vitae, lobortis congue felis. Aliquam ullamcorper, libero vel pharetra tincidunt, mi dui viverra nibh, sed mollis dui lacus vel dui. In ornare nunc neque, nec pulvinar neque varius quis.

⁴ Donec ac nunc tincidunt, pulvinar quam quis, tempor metus. In hac habitasse platea dictumst. Proin varius metus vel enim venenatis suscipit. Nullam vel augue adipiscing dui pulvinar tincidunt. Aliquam ipsum ipsum, consectetur vitae ligula ac, eleifend bibendum ligula. Morbi eu gravida nunc. Donec dictum pretium ullamcorper. In at suscipit eros. Suspendisse tincidunt id turpis quis euismod. Nam ornare neque eu molestie molestie.

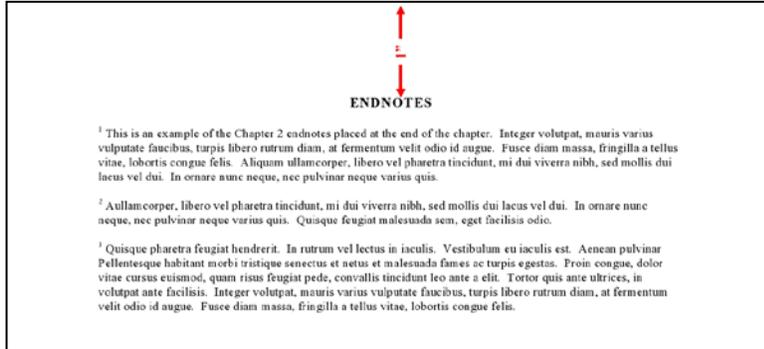
3

1. Footnotes must be placed at the bottom of the page separated from the text by a solid line one to two inches long.
2. Begin at the left page margin, directly below the solid line.
3. Single-space footnotes that are more than one line long.
4. Include one double-spaced line between each note.
5. Most software packages automatically space footnotes at the bottom of the page depending on their length. It is acceptable if the note breaks within a sentence and carries the remainder into the footnote area of the next page. Do not indicate the continuation of a footnote.

6. Number all footnotes with Arabic numerals. You may number notes consecutively within each chapter starting over with number 1 for the first note in each chapter, or you may number notes consecutively throughout the entire document.
7. Footnote numbers must precede the note and be placed slightly above the line (superscripted). Leave no space between the number and the note.
8. While footnotes should be located at the bottom of the page, do not place footnotes in a running page footer, as they must remain within the page margins.

ENDNOTES

Endnotes are an acceptable alternative to footnotes. Format endnotes for your thesis or dissertation following these guidelines:



1. Always begin endnotes on a separate page either immediately following the end of each chapter, or at the end of your entire document. If you place all endnotes at the end of the entire document, they must appear after the appendices and before the references.
2. Include the heading “ENDNOTES” in all capital letters, and center it 1” below the top of the first page of your endnotes section(s).
3. Single-space endnotes that are more than one line long.
4. Include one double-spaced line between each note.
5. Number all endnotes with Arabic numerals. You may number notes consecutively within each chapter starting over with number 1 for the first note in each chapter, or you may number notes consecutively throughout the entire document.
6. Endnote numbers must precede the note and be placed slightly above the line (superscripted). Leave no space between the number and the note.

TABLES, FIGURES, AND ILLUSTRATIONS

Tables, figures, and illustrations vary widely by discipline. Therefore, formatting of these components is largely at the discretion of the author.

For example, headings and captions may appear above or below each of these components.

These components may each be placed within the main text of the document or grouped together in a separate section.

Space permitting, headings and captions for the associated table, figure, or illustration must be on the same page.

The use of color is permitted as long as it is consistently applied as part of the finished component (e.g., a color-coded pie chart) and not extraneous or unprofessional (e.g., highlighting intended solely to draw a reader's attention to a key phrase). The use of color should be reserved primarily for tables, figures, illustrations, and active website or document links throughout your thesis or dissertation.

The format you choose for these components must be consistent throughout the thesis or dissertation.

Ensure each component complies with [margin](#) and [pagination](#) requirements.

Refer to the [List of Tables, Figures, and Illustrations](#) section for additional information.

APPENDICES

If your thesis or dissertation has appendices, they must be prepared following these guidelines:

APPENDIX 2: TABLE OF DATA FINDINGS

Lorem Ipsum	Nulla Ultricies	Porta Felis	Sed Nec	Tortor*	Eget Velit
Lorem	20	9	7	W	U
Ullamcorper	15	11	7	S	R
Phasellus mattis	82	56	14	S	U
Suspendisse sagittis	10	4	2	S	R
Dolor id	26	25	22	W	S
Aliquam	5	4	1	M	U
Pellentesque	8	7	7	S	U
In aliquet massa	20	5	2	S	R
Donec cursus	15	12	10	M	R
Ut dignissim	28	19	5	S	U
Nullam aliquot	20	16	15	M	U
Donec mattis	17	15	11	S	U
Vestibulum felis	17	8	8	M	U
Veristia aliquot	20	6	5	S	R
Maecenas ac nunc	6	0	0	S	R
In faucibus	15	0	0	W	R
Magna	25	8	8	N	U
Sed eget	34	18	4	M	U
Felis ac aliquot	2	1	0	M	U
In mauris	18	13	8	S	R
Nullam tempis	27	16	13	M	U
Vivamus	17	14	11	N	S

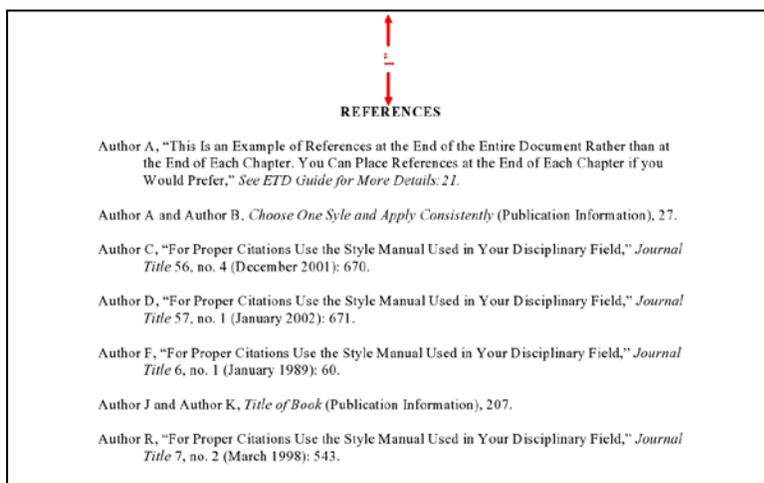
1. Appendices must appear at the end of the document (before references) and not the chapter to which they pertain.
2. When there is more than one appendix, assign each appendix a number or a letter heading (e.g., “APPENDIX 1” or “APPENDIX A”) and a descriptive title. You may number consecutively throughout the entire work (e.g., 1, 2 or A, B), or you may assign a two-part Arabic numeral with the first number designating the chapter in which it appears, separated by a period, followed by a second number or letter to indicate its consecutive placement (e.g., “APPENDIX 3.2” is the second appendix referred to in Chapter Three).

3. Include the chosen headings in all capital letters, and center them 1” below the top of the page.
4. All appendix headings and titles must be included in the table of contents.
5. Page numbering must continue throughout your appendix or appendices. Ensure each appendix complies with [margin](#) and [pagination](#) requirements.

REFERENCES

You are required to list all the references you consulted. For specific details on formatting your references, consult and follow a style manual or professional journal that is used for formatting publications and citations in your discipline.

Your reference pages must be prepared following these guidelines:



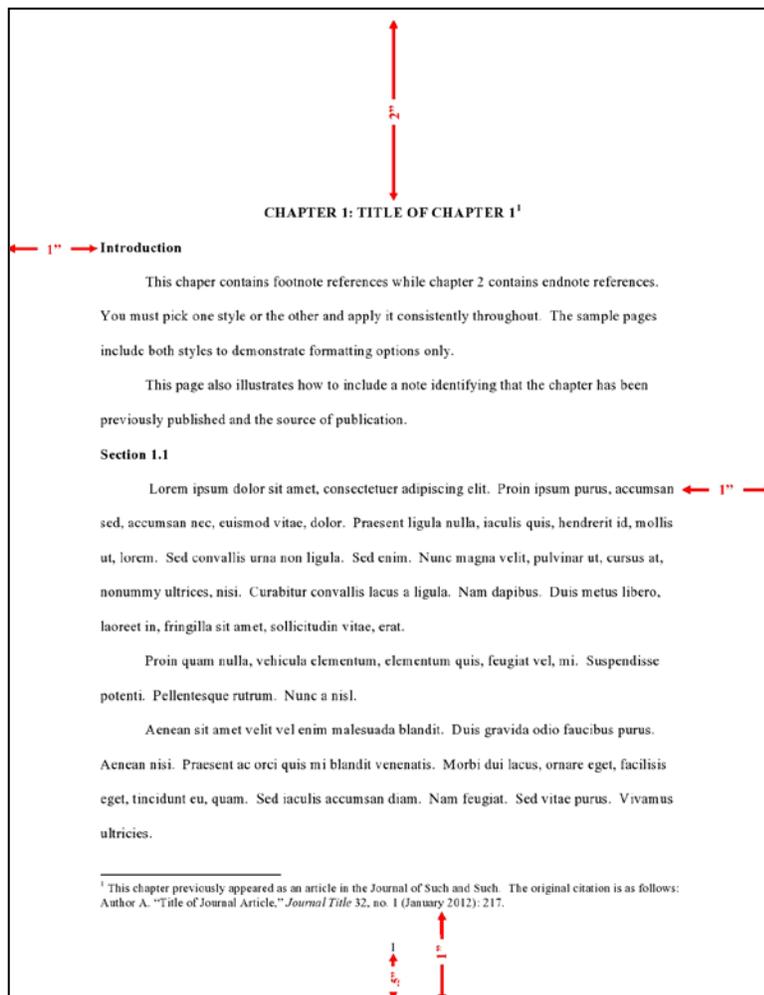
1. Always begin references on a separate page either immediately following the end of each chapter or at the end of your entire document.
 - If you place references after each chapter, the references for the last chapter must be placed immediately following the chapter and before the appendices.
 - If you place all references at the end of the thesis or dissertation, they must appear after the appendices as the final component in the document.
2. Select an appropriate heading for this section based on the style manual you are using (e.g., "REFERENCES", "BIBLIOGRAPHY", or "WORKS CITED").
3. Include the chosen heading in all capital letters, and center it 1" below the top of the page.
4. References must be single-spaced within each entry.
5. Include one double-spaced line between each reference.
6. Page numbering must continue throughout your references section. Ensure references comply with [margin](#) and [pagination](#) requirements.

FORMATTING PREVIOUSLY PUBLISHED WORK

In some cases, students gain approval from their academic program to include in their thesis or dissertation previously published (or submitted, in press, or under review) journal articles or similar materials that they have authored. For more information about including previously published works in your thesis or dissertation, see the section on [Use of Your Own Previously Published Materials](#) and the section on [Copyrighting](#).

If your academic program has approved inclusion of such materials, please note that these materials must match the formatting guidelines set forth in this Guide regardless of how the material was formatted for publication.

Some specific formatting guidelines to consider include:



1. Fonts, margins, chapter headings, citations, and references must all match the formatting and placement used within the rest of the thesis or dissertation.
2. If appropriate, published articles can be included as separate individual chapters within the thesis or dissertation.
3. A separate abstract to each chapter should not be included.
4. The citation for previously published work must be included as the first footnote (or endnote) on the first page of the chapter.
5. Do not include typesetting notations often used when submitting manuscripts to a publisher (i.e., insert table x here).
6. The date on the title page should be the year in which your committee approves the thesis or dissertation, regardless of the date of completion or publication of individual chapters.
7. If you would like to include additional details about the previously published work, this information can be included in the [preface](#) for the thesis or dissertation.

III. DISTRIBUTION

INTERNET DISTRIBUTION

All theses and dissertations will be included in the ProQuest database and the UNC-Chapel Hill University Library database and made available to the general public over the Internet. ProQuest also offers both print and digital versions of Dissertations & Theses for purchase.

ProQuest Dissertations & Theses is a comprehensive collection of graduate work from around the world. Their search services allow different levels of access depending on payment, ranging from metadata only searching to accessing only the first portion of the document, or the entire document. ProQuest collects fees from anyone who orders a thesis or dissertation and shares a portion of the fee with the author. Students will accept an agreement with ProQuest setting forth the terms of ProQuest's services as a part of the electronic thesis and dissertation submissions process.

Receipt of a submitted and approved thesis or dissertation in The Graduate School results in the publication of the document by the University Library at UNC-Chapel Hill. As such, each student grants the University a limited, non-exclusive, royalty-free license to reproduce the student's work, in whole or in part, in electronic form to be posted in the University Library database and made available to the general public at no charge. As a public institution, UNC-Chapel Hill is committed to disseminating research widely and furthering the free exchange of intellectual information, including approved theses and dissertations completed by graduating students. See the section on [Copyrighting](#) below for information about the campus copyright policy.

Electronic theses and dissertations can be found online through the [University Library](#). All theses and dissertations published since 2008 can be accessed in their entirety through this link. Theses and dissertations published prior to 2008 should be available in print or online at one of the campus libraries. Please note that there is a delay of up to a semester between when your document is accepted for your graduation and the time that theses and dissertations become available online through the library catalog and digital collections.

OPEN ACCESS

Open Access publishing is a shift in publication, especially of scholarly works, to make information widely available to researchers and the public at no cost. This practice is in contrast to traditional publishing, where the public must pay to access journal content or scholarly publications. As a UNC-Chapel Hill graduate, your work will be accessible to the public as indicated in the section above. Please note that your work is protected by copyright law and that you continue to be the owner of your intellectual property.

If you are interested in learning more about Open Access, we recommend that you discuss the topic with your academic advisor or other faculty in your graduate program as appropriate. For

additional information, feel free to visit the [Open Access Overview](#) by Peter Suber, director of the Harvard Open Access Project.

EMBARGOES

Under certain circumstances, students have the option of requesting a short embargo, or delayed release, for their work to restrict distribution of their theses or dissertations via Open Access publishing through the University Library. Such restrictions will only be for a limited period of time and will not limit the availability of titles or abstracts.

When submitting your thesis or dissertation online through the ProQuest submission site, UNC-Chapel Hill **only** permits the request of a one or two year embargo – regardless of options and documentation displayed in ProQuest. If your request for an embargo is accepted by The Graduate School, online publishing of your thesis or dissertation will be delayed for one or two years, according to the length of time requested. Please note that the title of your work, as well as your abstract, will be available through ProQuest Dissertations & Theses shortly after your work has been approved by The Graduate School and submitted to ProQuest.

Most students will not need to request an embargo. In certain circumstances (e.g., pending patent application, publisher requirements) it may be advisable to request one. If you would like to delay release of your thesis or dissertation, please discuss the advantages and disadvantages of an embargo with your advisor or academic program. Contact The Graduate School if you have any additional questions about embargoes.

IV. COPYRIGHTING

A copyright is an intangible right granted to the author or originator of certain literary or artistic productions, under which he or she is invested for a limited period with the sole, exclusive privilege of making copies and publishing and selling them.

Copyright protection automatically exists from the time the work is created in fixed form. There is no requirement that the work be published or registered to obtain protection under copyright law. The copyright of any work immediately becomes the property of the author who created the work, unless it is a work-for-hire, or unless ownership has been assigned by written agreement.

Receipt of a submitted and approved thesis or dissertation in The Graduate School results in the publication of the document by the University Library at UNC-Chapel Hill. As such, each student grants the University a limited, non-exclusive, royalty-free license to reproduce the student's work, in whole or in part, in electronic form to be posted in the University Library database and made available to the general public at no charge. This does not mean that UNC-Chapel Hill owns the copyright to your work (you do), but the University has the right to reproduce and distribute your work. Public universities often require students to allow reproduction and distribution of academic work to support the dissemination of intellectual thought and discovery. Please review the [Copyright Policy of the University of North Carolina at Chapel Hill](#) for additional information.

Regardless of whether or not you [register copyright](#) for your thesis or dissertation, UNC-Chapel Hill requires that you include a copyright notice following the title page. See [Section I](#) of this Guide and the sample copyright page for the format of this notice. Including this page helps to establish that you are the owner of the work. It also protects you, as the copyright holder, from anyone claiming innocent infringement or unintentional violation of copyright.

REGISTERING COPYRIGHT

You may wish to register your copyright with the U.S. Copyright Office at the Library of Congress. As mentioned above, copyright registration is not a condition to copyright protection. There are, however, advantages to registration, especially if you have a claim of infringement of your copyright. Registration may be made at any time within the life of the copyright, but there are advantages to filing for registration within three months of publication. For more information on registration, consult the website of the [U.S. Copyright Office](#).

There are two main ways for you to file for copyright of your thesis or dissertation:

1. You may empower ProQuest to file the application on your behalf. When you submit your thesis or dissertation, ProQuest charges a fee for this service (\$55, subject to change). The service includes preparing an application in your name, submitting your

application fee, depositing the required copy or copies of the manuscript, and mailing you the completed certificate of registration from the Library of Congress.

2. Alternately, you may file for copyright directly. Visit the following U.S. Copyright website for more information about [registering your work](#). There is a copyright fee for filing copyright directly with the U.S. Copyright Office (\$35, subject to change).

USING COPYRIGHTED MATERIALS

Any copyrighted materials used in your work, beyond brief excerpts, may be used only with the written permission of the copyright owner. Book and journal publishers normally hold the copyright for all materials they publish. Therefore, even if you are the sole or one of several authors of material in a published book or journal, you must obtain written permission from the copyright holder if you are including this material in your document. Remember that use of reproductions or excerpts of other media, such as music, graphic images, or computer software may also require permissions.

Your letter to the copyright holder needs to make clear that you seek written permission to preserve (on microfilm and digitally) and publish (in print and digital form) your thesis or dissertation through ProQuest and that ProQuest may sell, on demand, for scholarly purposes, single copies of your work, which includes the copyright holder's material. Your letter must also seek written permission for the document to be submitted in electronic format to UNC-Chapel Hill where it will be placed in a database and made available through the University Library to the general public at no charge via the Internet.

You are responsible for securing all necessary permissions and paying any permission fees in advance of using copyrighted materials in your work.

USE OF YOUR OWN PREVIOUSLY PUBLISHED MATERIAL

Some academic programs permit you to include articles or other materials that you have previously published, that have been accepted (or submitted, in press, or under review) for publication, or that have been otherwise presented to the public within the body of your thesis or dissertation. In all such instances the following guidelines apply:

1. If the material is co-authored, your academic program must approve its inclusion in your thesis or dissertation.
2. If the material is copyrighted (if you are the sole author but the copyright is held by the publisher), you must fulfill the conditions specified in the section above on [using copyrighted materials](#).
3. The material, if included in the body of your text, must conform to all formatting guidelines outlined in this Guide. See the [Formatting Previously Published Work](#) section for details.

V. SUBMISSION

A [Checklist](#) and [Sample Pages](#) are provided at the end of this Guide. To expedite the submission process, **your work must conform to these guidelines before you submit your document electronically**. Please take time before submission to review and comply with these guidelines. You will be required to resubmit your document if revisions are needed, which delays your graduation clearance processing.

Read and follow all information on [The Graduate School's Electronic Thesis and Dissertation website](#).

Completed theses and dissertations must be submitted by the deadlines posted on the [Graduation Deadlines website](#). You are encouraged to submit your document as early as possible to provide ample time for necessary revisions before graduation.

You need to successfully apply to graduate in ConnectCarolina before submitting your document. Your Committee Composition and Exam Report forms (with all approval signatures) should be submitted to The Graduate School before submitting your document.

The time between initial submission and final approval by The Graduate School may also vary due to factors such as proximity to deadlines and your projected graduation date. You will be contacted once your thesis or dissertation has been reviewed by The Graduate School, and you are expected to submit required revisions in a timely manner; please see further details below. Please continue to monitor your email account for notifications until the document is approved.

SUBMISSION STEPS

1. Create an account on the [ProQuest submission site](#). Be sure to use an email address that you check regularly (including your junk/spam folder) to prevent delays in communication that will impact graduation clearance. Once the account is created, you can use it to log in and complete the following steps at any time.
2. Read and review the information on the ProQuest *Instructions* page to answer any questions that you may have as you prepare to submit your thesis or dissertation.
3. Convert your document to a PDF file.
 - You may convert your document to a PDF a number of ways. You may use the conversion tool provided on the submission site. Other options include using Adobe software (available on campus) or programs and applications such as Microsoft Word 2010 that allow you to print to PDF or save files as a PDF.
 - If converted properly, the conversion to PDF format should not affect the quality of the original document.
 - See the ProQuest submission site [PDF FAQs](#) for more information.

4. Review the ProQuest *Publishing Options* page and select the appropriate publishing options for you. For more information about publishing options, see the section on [Distribution](#) above. Select Save & Continue.
5. Read and agree to the ProQuest *Traditional Publishing Agreement*.
6. Provide the requested contact information. Be sure to include current, accurate information so that ProQuest and The Graduate School can contact you about your submission. Select Save & Continue.
7. Provide the requested information on the ProQuest *Dissertation/Thesis Details* page. Select Save & Continue.
 - Pay careful attention to capitalization and spelling, as this information will be displayed online exactly as it is entered. The keywords and abstract information that you enter will be used to provide online database access to your thesis or dissertation, so accuracy is important.
 - Please review the section on your [Abstract](#) when submitting this information, especially the tips on keywords and word limits.
8. Upload the PDF file of your thesis or dissertation and then any supplemental files (optional), such as data files, graphics, and music or video files.
 - Acceptable media types and information about supplemental files can be found on the [ProQuest FAQ page](#).
 - The Graduate School recommends using common file formats that do not require specialized software to open and use. This will increase the likelihood of readers having ready access to the contents of your supplemental files as they review your entire thesis or dissertation.
 - The Graduate School recommends that you take care to identify supplemental files as your own. If possible, embed your name and document information within the file contents. You are also encouraged to include your name as a part of the file name. When supplemental files are made accessible online, the file name and the specific contents of the file are the only way to identify to whom the work belongs.
 - Electronic file size is limited to 1000 MB total of all files added together. Files can be uploaded in zipped folders.
 - Although the ProQuest submission site discusses mailing in documents with very large supplementary files on a CD, DVD, or USB drive, UNC-Chapel Hill will **not** accept submissions in this manner.
9. Choose whether or not you would like ProQuest to file a copyright on your behalf. Please see the section on [Registering Copyright](#) for more information. Select Save & Continue.
10. Choose whether or not you would like to order printed copies of your document.
 - Please note The Graduate School cannot take responsibility for your printing job.
 - You may order your copies through the ProQuest site at the time of submission or at a later date.

- The Print Stop and Copy Center in the UNC Student Stores will also send documents out to a library bindery on behalf of students. The Print Stop handles payments, provides on-campus customer service, and takes care of the shipping and order tracking. For more information, visit the Print Stop on the third floor of Student Stores or call 919-962-7016.
 - You may also find other companies online that offer printing or binding services for theses and dissertations.
11. Pay for any applicable fees with a credit card. Expect your card to be charged after you graduate.
 12. Submit your document by selecting the Submit Dissertation/Thesis button.
 13. Allow sufficient time for The Graduate School staff to review your document, generally within ten business days of submission. You will be notified via email if revisions are needed, and you must complete all required revisions in a timely manner, usually within 72 hours. Be sure to include an email address that you check regularly in the contact information requested by ProQuest. This email address will be used to contact you with revisions and final approval.
 14. Once you receive notice that The Graduate School has accepted the final document, no revisions or re-submissions are accepted.

For more details about submission, please visit [The Graduate School's Electronic Thesis and Dissertation](#) site and the [Frequently Asked Questions](#) on the ProQuest site.

THESIS AND DISSERTATION SUBMISSION CHECKLIST

The following checklist items should be used to ensure your document is properly formatted prior to submission. These items will be reviewed by staff in The Graduate School and your document will not be accepted until all items are confirmed.

Submission

- Be sure you have read and reviewed the information in this Thesis and Dissertation Guide prior to finalizing your document and preparing it for submission.
- Successfully submit an application to graduate in ConnectCarolina before submitting your document.
- Submit your thesis or dissertation after your defense has occurred and all final edits are approved by your advisor and committee.
- Your Committee Composition and Exam Report forms (with all approval signatures) must be submitted to The Graduate School before submitting your document.

General Formatting

- Uniform left (1" or 1.25") and right (1") margins continue throughout the entire document
- Fonts are 10, 11 or 12 points in size and consistent
- Paragraphs are indented consistently throughout
- Text appears in a single column on each page and is double-spaced (except for blocked quotations, notes, captions, legends, and long headings, which are single-spaced)
- Document text is left-justified
- All page numbers are centered at the bottom of the page, 1/2" from the bottom edge
- Pages do not contain running headers or footers, aside from page numbers; special spacing is present for any landscape pages
- Formatting for tables, figures, and illustrations is consistent throughout the entire document; headings and captions for the associated element are on the same page
- Sections and subheadings within chapters are not left "hanging" on the bottom of pages

Title Page

- 2" margin at the top of the page
- Title in all capital letters and centered
- Your full name centered 1" below the title
- Statement correctly specifying the department/program and school granting your degree, centered 1" below your name
- Chapel Hill centered 1" below the statement
- The year your thesis or dissertation is committee-approved (20xx) one line below
- The phrase Approved by: 1" below the year; under that include your committee members' names (without signatures or identifiers), all double-spaced, 2/3 across the page, and left-aligned under the Approved by: phrase
- No page number, even though it counts in numbering

Copyright Page

- Copyright symbol followed by year
- Your name exactly as it appears on the title page
- ALL RIGHTS RESERVED
- All text centered, single-spaced, and 2" from the bottom of the page
- The page is numbered in lower case Roman numerals (ii)

Abstract

- 2" margin at the top of the page; the second page, if any, returns to a 1" top margin
- The heading "ABSTRACT" centered in all capital letters at top of page
- Your full name followed by the title worded exactly as it is on the title page, centered and one double-spaced line below "ABSTRACT"
- The phrase "(Under the direction of [advisor's name])" in parentheses, centered, and one single-spaced line below the title
- The text of your abstract must be double-spaced and no longer than 150 words for a thesis or 350 words for a dissertation
- Pages are numbered in lower case Roman numerals

Dedication, Acknowledgement(s) and/or Preface (if any)

- The dedication, acknowledgements(s) and preface each begin on a new page
- 2" margin at the top of each first page
- Subsequent pages of Acknowledgements or Preface return to the 1" top margin
- Short text of the dedication is centered 2" below top of page
- Required headings for "ACKNOWLEDGEMENTS" and "PREFACE" are in all capital letters and centered 2" below top of page
- Text of Acknowledgements and/or Preface begins one double-spaced line below the heading, is left-justified, and is double spaced throughout
- Pages are numbered in lower case Roman numerals

Table of Contents

- 2" margin at the top of the page; the second page, if any, returns to a 1" top margin
- The heading "TABLE OF CONTENTS" centered in all capital letters at top of page
- One double-spaced line between the heading and the first entry
- Pages preceding the table of contents are not included, but all parts of the document that follow are included (i.e., tables/figures/abbreviations lists, chapters, appendices, references)
- Each entry is aligned with the document's left margin or indented to the right of the left page margin using consistent tabs
- Major subheadings within chapters are listed and indented to the right of the left page margin
- Entries taking up more than one line are broken up about three-fourths of the way across the page and the rest of the text is placed on a second line, single-spaced between the two lines of text
- Each entry is single-spaced, with a double space between entries

- All corresponding page numbers are accurate and leaders (lines of periods) fill out the space between the end of the entry and the page number; the last digit of each number lines up on the right margin
- Information included in the table of contents matches the headings, major subheadings, and numbering used in the body of the document
- Pages are numbered in lower case Roman numerals

Lists of Tables, Figures, Illustrations

- Heading(s) in all capital letters centered 1" below the top of the page
- One double-spaced line between the heading and the first entry
- Each entry includes a number, title, and page number
- Each table, figure, or illustration has been assigned an Arabic numeral
- Numerals and titles align with the left margin or are indented to the right of the left page margin using consistent tabs
- Entries taking up more than one line are broken up about three-fourths of the way across the page and the rest of the text is placed on a second line, single-spaced between the two lines of text
- Each entry is single-spaced, with a double space between entries
- All corresponding page numbers are accurate and leaders (lines of periods) fill out the space between the end of the entry and the page number; the last digit of each number lines up on the right margin
- Numbers, titles, and page numbers match the corresponding information as it appears in the document
- Pages are numbered in lower case Roman numerals

List of Abbreviations

- The heading "LIST OF ABBREVIATIONS" in all capital letters centered 1" below the top of the page
- One double-spaced line between the heading and the first entry
- Abbreviations are arranged alphabetically
- Each entry is aligned with the document's left margin or indented to the right of the left page margin using consistent tabs
- Each entry is single-spaced, with a double space between entries
- Pages are numbered in lower case Roman numerals

List of Symbols

- Symbols are listed with abbreviations under the heading "LIST OF ABBREVIATIONS AND SYMBOLS" or listed in a separate section following the formatting instructions for abbreviations

Chapters

- The first page (**only**) of each chapter begins 2" from the top of the page
- The second and subsequent pages of each chapter begin 1" from the top of the page
- Page numbers are consecutive and consistent throughout the document

Footnotes

- Notes are placed at the bottom of the page and are separated from the text by a solid line one to two inches long
- Notes begin at the left page margin, one single-spaced line below the solid line
- Longer notes are single-spaced between lines
- One double-spaced line between notes
- All notes are numbered with Arabic numerals consecutively within each chapter starting over with number 1 for the first note in each chapter, or notes are numbered consecutively through the entire document
- Numbers precede the note, are superscripted (placed slightly above the line), and no space is placed between the number and the note

Endnotes

- Endnotes always begin on a separate page either immediately following the end of each chapter, or at the end of the entire document
- If endnotes are placed at the end of the entire document, they appear after the appendices and before the references
- The heading “ENDNOTES” in all capital letters centered 1” below the top of the first page of your endnotes section(s)
- Longer notes are single-spaced between lines
- One double-spaced line between notes
- All notes are numbered with Arabic numerals consecutively within each chapter starting over with number 1 for the first note in each chapter, or notes are numbered consecutively through the entire document
- Numbers precede the note, are superscripted (placed slightly above the line), and no space is placed between the number and the note

Appendices

- All appendices appear after the last chapter and before the references (not after the chapter to which they pertain)
- 1” margin at the top of the page with the appropriate heading centered in all capital letters
- For one appendix use the heading “APPENDIX”; for multiple appendices assign each appendix a number or letter heading (APPENDIX 1 or APPENDIX A)
- All appendix headings and titles are included in the table of contents
- Page numbering continues consistently throughout the appendix or appendices

References

- References begin on a separate page, either immediately following the end of the chapter, or at the end of the entire document
- Each reference page has a 1” margin at the top
- An appropriate heading is centered, in all capital letters at the top of the page (e.g., “REFERENCES”, “BIBLIOGRAPHY”, or “WORKS CITED”)
- All entries are single-spaced within each entry and double-spaced between entries

- Page numbering continues consistently throughout the references section(s)

Helpful Tips

- Your thesis or dissertation must be in PDF form for submission online
- Be sure to include an email address that you check regularly when you set up your account for online submission
- Specific formatting requirements are explained in detail in The Graduate School Thesis and Dissertation Guide

SAMPLE PAGES

[Sample pages are provided as an online resource](#) and as a [full sample PDF document file](#) to assist you in formatting your thesis or dissertation document. Please pay careful attention to both the descriptions in this Thesis and Dissertation Guide as well as the sample pages. Some sample pages are meant to show different formatting options and should not be mirrored in their entirety.