



Error-Free Dissertations

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Office of Research Services,
Office of the Dean
School of Public Health
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Deadlines

- Check out SPH Academic Calendar for deadlines:
(http://www.uic.edu/sph/osa_dates.htm)

School of Public Health:

Spring 2009- Friday, March 6, 2009
Summer 2009 – Friday, July 10, 2009

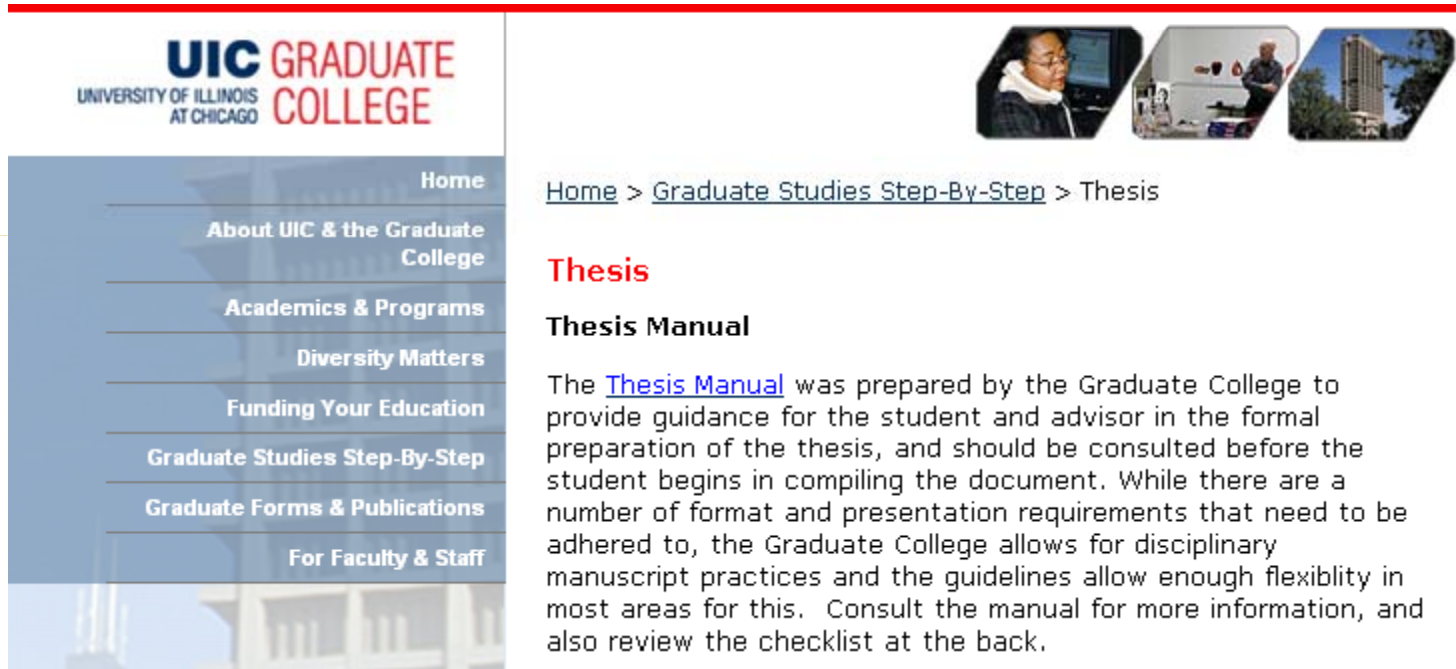
Last day to submit thesis/dissertation to JKong for format approval

Graduate College:

Spring 2009- Friday, March 20, 2009
Summer 2009 – Friday, July 24, 2009

Submission of approved thesis/dissertation for graduation this term.

Important Websites: Graduate College



The screenshot shows the UIC Graduate College website. The header includes the UIC logo and the text "UIC GRADUATE COLLEGE UNIVERSITY OF ILLINOIS AT CHICAGO". A navigation menu on the left lists: Home, About UIC & the Graduate College, Academics & Programs, Diversity Matters, Funding Your Education, Graduate Studies Step-By-Step, Graduate Forms & Publications, and For Faculty & Staff. The main content area shows a breadcrumb trail: Home > Graduate Studies Step-By-Step > Thesis. Below this is a red heading "Thesis" and a sub-heading "Thesis Manual". The text explains that the Thesis Manual was prepared by the Graduate College to provide guidance for the student and advisor in the formal preparation of the thesis, and should be consulted before the student begins in compiling the document. While there are a number of format and presentation requirements that need to be adhered to, the Graduate College allows for disciplinary manuscript practices and the guidelines allow enough flexibility in most areas for this. Consult the manual for more information, and also review the checklist at the back.

○ <http://grad.uic.edu/cms/?pid=1000027>



Thesis Manual

**THE
UNIVERSITY OF ILLINOIS
AT
CHICAGO**

GRADUATE COLLEGE

THESIS MANUAL

The Graduate College (MC 192)
606 University Hall
601 S Morgan Street
Chicago, IL 60607-7106

Phone: (312) 413-2550 Fax: (312) 413-0185
<http://grad.uic.edu>

Important Websites: School of Public Health

Students

[Office of Student Affairs](#)

[Dates & Deadlines](#)

[Student Handbook](#)

[Career Development](#)

[New Student Information](#)

[Financial Aid](#)

[Services, Honors, Awards](#)

[Forms](#)

[Student Governance](#)

[Contact Us](#)

[Thesis/Dissertation Formatting Guidelines and Forms](#)

Formatting Instructions and Forms:

Congratulations! Now that you have successfully defended your thesis/dissertation, the formatting of your document is the final step prior to submission of your thesis/dissertation to the Graduate College (MS and PhD students)/School of Public Health (DrPh students). Instructions and forms for the process of submission of your document for each degree are listed below.

Be sure to check the [Dates & Deadlines](#) section on the SPH website.

NOTE: The forms are available either in Adobe Acrobat® PDF format or as a Microsoft Word document.

Master's, PhD, and DrPh degrees

- [▶ Graduate College Thesis Manual](#)
- [▶ Process for submitting your thesis/dissertation for format approval in SPH](#)
- [▶ SPH Checklist of Thesis/Dissertation Contents Prior to Final Format Review](#)

http://www.uic.edu/sph/students_thesis.htm

Verification of Thesis/Dissertation Contents
PRIOR to Final Format Review
(This form must be included with your thesis/dissertation submission)
(revised October 1,, 2007)

The following content items are included with the thesis/dissertation that I am submitting.

- 2 Certificates of Approval (MS, or PhD Students only)
- Department/Program Approval Form **signed by the thesis advisor**
- Title Page (title starts 1 inch from the top)
- Table of Contents including correct page numbers for each section and the listing of tables and figures.
- Summary
- Abstract (doctoral-degree students only)
- Content
 - **Pagination – 1st page of each major heading is paginated on the bottom of the page and centered. Subsequent pages in the section are paginated at the top right corner of the page.**
 - **Subheadings are underlined.**
- Tables are embedded in the text; table titles are ALL CAPS and numbered with roman numerals. Each table should be separated from the text by 5 lines spaces above and below the table.
- Figures are embedded in the text; figure titles ONLY have the 1st letter of each title capitalized. Each figure should be separated from the text by 5 lines spaces above and below the figure.
- References
- Appendices (if there are more than 1 appendices, there is a separate page labeled “APPENDICES” which is paginated bottom centered.
- Vita

*Thesis/dissertations must be submitted on hard copy. Electronic submissions of thesis/dissertation are subject to a \$2.00/page printing charge.

If any items are missing/incomplete/incorrect, I understand that my thesis/dissertation will be returned to me NOT reviewed by the Dean’s Office. The Dean’s Office needs 3 business days to review your thesis prior to submission to the Graduate College. Plan your submission carefully. It is your responsibility to meet the Graduate College deadlines for graduation.

Thesis Checklist

Must be
included in
the package
upon
submission
to Dean’s
Office.

Signature of Student/E-mail

Date Submitted



Most Frequently Found Errors

Required Documents

THE UNIVERSITY OF ILLINOIS AT CHICAGO
Graduate College
CERTIFICATE OF APPROVAL

_____ Date of successful defense is written on line above.

I hereby recommend that the thesis prepared under my supervision by
_____ *entitled* _____
be accepted in partial fulfillment of the requirements for the degree of

_____ Advisor (Chairperson of Defense Committee)

I concur with this recommendation _____ Department Head/Chair

Recommendation concurred in:

Committee Chair and Dept. Head sign above once defense is approved.

Members of Thesis or Dissertation Defense Committee

Committee members other than the Chair sign on these lines once defense is approved.

UIC University of Illinois at Chicago

UNIVERSITY OF ILLINOIS
AT CHICAGO

Graduate College (MC 152)
University Hall
601 S. Morgan Street
Chicago, IL 60607-7106

GRADUATE COLLEGE
DEPARTMENT/PROGRAM FORMAT APPROVAL

This is to certify that the format and quality of presentation of the thesis/dissertation authored by _____ as partial requirements for the degree of _____

Full Name of Student and Student's UN Name of Degree, e.g. Master of Science, etc.

In _____ have been reviewed and are acceptable.

Program Name

_____ <small>Date of Approval</small>	_____ <small>Thesis Advisor Signature</small>
_____ <small>Date of Approval</small>	_____ <small>Director of Graduate Studies or Department Head Signature</small>
_____ <small>Date of Approval</small>	_____ <small>Graduate College Signature</small>

Errors: No submission of these documents. Program format approval form unsigned.

Cover Page

TITLE PAGE
Spacing, format and information (substituting your own information) should be exactly as this example. Begin the actual title one inch (1") from the top of the page, and then space the rest accordingly. A page number does **NOT** appear on this page, although it is page *ii* in sequence.

Title must be exactly as it appears on the Certificate of Approval.

Cancer-Related Pain
A Multidimensional Approach

Title must use mixed case, be bolded, and consist of a maximum of 105 characters, including spaces. Do not use any abbreviations, including scientific, mathematical or chemical names or symbols, etc.

Your name must appear exactly as on the Certificate of Approval.

BY
DEBORAH BROSSEAU McGUIRE
B.S., University of Pennsylvania, 1974
M.S., University of Illinois at Chicago, Chicago, 1981

List all previously earned degrees, baccalaureate or higher only (or international equivalent). Do not list here the degree you are currently receiving.

THESIS
Submitted as partial fulfillment of the requirements for the degree of Doctor of Philosophy in Nursing Sciences in the Graduate College of the University of Illinois at Chicago, 1987

List the degree here that you will be receiving, and year

Chicago, Illinois

Use the year of the term of official graduation, not the year of the defense or submission of the thesis to the Graduate College, if different.
NOTE: Usually a correction of year is necessary when a thesis is defended and/or submitted to the Graduate College in the Fall term but graduation occurs in the Spring term of the next calendar year.

- Title should be 1 inch from top.
- Title and name of student must match the red bordered certificates.
- Mixed case for title.

Errors:

Title usually lower than 1 inch.
Abbreviations not acceptable.

All caps.

Title or name of candidate does not match the RBC (occasional error but most critical!)

.... Doctor of Philosophy in
Epidemiology/ Biostatistics



Abstract

- Abstract is mandatory for doctoral students
 - No pagination
 - “Department of Public Health Sciences”
-

Errors:

- Missing the abstract for PhD dissertations.
- Pagination
- Header shows SPH unit or School of Public Health

Acknowledgement

ACKNOWLEDGMENTS

I would like to thank my thesis committee--(name your committee members)--for their unwavering support and assistance. They provided guidance in all areas that helped me accomplish my research goals and enjoy myself in the process. I would also like to acknowledge Karin Teacher, who oversaw the development of the proposal and made contributions important to the conduct of the study.

A number of individuals in the data collection site were extremely helpful to me during data collection, and I would like to thank them as well -- at the University of Illinois Hospital, the nursing staff of Unit 4; at Rush Presbyterian-St. Luke's Medical Center, JoAnn Huang Eriksson, Susan Schreiber, Karen Swenson, and the nursing staffs of 8 Kellogg and 9 South; at the Westside VA Hospital, Patricia Hange; and at the Johns Hopkins Onology Center, Vivian Sheidler and the nursing staff of 2 North, 3 North, and 3A. Others who were helpful were the attending staff and fellows in Medical Oncology at the University of Illinois and the John Hopkins Onology Center.



DBM

- **Error: Missing initials**



Pagination

- 1st page of each major section should be on the bottom of the page and centered; the remaining pagination is top right.

- **Errors:**
 - Whole document paginated similarly- all pages are paginated either top right or bottom centered.
 - Landscape charts paginated on bottom of landscape. Should still be top right

Table of Contents

TABLE OF CONTENTS

<u>CHAPTER</u>		<u>PAGE</u>
I.	INTRODUCTION	1
A.	Background.....	1
B.	Statement of the Problem.....	5
C.	Purpose of the Study.....	6
D.	Significance of the Problem.....	6
E.	Significance of the Study.....	9
II.	CONCEPTUAL FRAMEWORK AND RELATED LITERATURE	11
A.	Conceptual Framework	11
1.	Pain as a subjective phenomenon	11
2.	Pain as a multidimensional experience	14
3.	Pain and the holistic perspective	19
B.	Review of Related Literature	20

Errors:

Leading dots are not lined up.

Spacing inconsistent.

Titles of headers and subheadings do **NOT** match content headers and subheadings (words are transposed, incomplete, in abbreviations)

Page numbers are wrong compared to the content in text.

Tables and Figures

LIST OF TABLES

<u>TABLE</u>		<u>PAGE</u>
I.	STUDIES OF PSYCHOLOGICAL ASPECTS OF CANCER-RELATED PAIN ...	42
II.	DEMOGRAPHIC CHARACTERISTICS OF PAIN-FREE GROUP	78
III.	CLINICAL CHARACTERISTICS OF PAIN-FREE GROUP	78
IV.	PAIN AND ANALGESIC PROFILE OF PAIN-FREE GROUP	
V.	DEMOGRAPHIC CHARACTERISTICS OF PAIN-FREE GROUP	
VI.	CLINICAL CHARACTERISTICS OF PAIN-FREE GROUP	

**Roman numerals
All caps in title**

LIST OF FIGURES

<u>FIGURE</u>	
1.	The conceptualization underlying the study of health and illness cognition of Bahraini men
2.	Regions and

Only 1st letter is capitalized.

Errors:

- Tables will have numbers and be mixed caps.
- Figures will be capitalized.
- Titles don't match content.
- Continued tables & figures do not have word "continued."



Headers and Subheadings

- Subheadings in the content must be underlined
-
- **Error:**
 - No underlining in subheadings



Tables and Figures in Text

- A table and figure should be separated from the text both above and below it by approximately five single spaces.
- **Errors:**
 - Text is placed immediately following tables and figure.
 - Titles of tables and figures do not match the List of Tables and List of Figures in the Table of Contents
 - For continued pages, the titles of the tables and figures and word “continued” is not on succeeding pages.

Appendices

- If more than one appendices, a separate page should be labeled “APPENDICES” with pagination on the bottom centered.
- Subsequent pages of Appendix will have word “Continued” appendix are more than 1 page
- Label should be “APPENDIX A”, etc.

Errors:

- The word “continued” is not added on subsequent pages of appendix
- Incorrect format of APPENDIX – “Appendix I”



Dissertation/Thesis Formatting Suggestions

WITH Demonstration

By

Janet Mattocks



Formatting Suggestions

- Complete all suggestions by your thesis/dissertation committee before you start the final formatting.
-
- Complete your dissertation in sections especially if there are various formats throughout the document.



Pagination Suggestions

- Each section can be paginated separately.
- Create a separate file for just 1st pages of each major section and replace at the before submitting the document.
- To change pagination, 1st create your 1st page with bottom centered page. Then go to page setup to start “different 1st page” . On your 2nd page, go to your header and select page number and align right.



Dissertation/Thesis Formatting Suggestions

- Do not do your table of contents until the end.
-
- Use table structure to organize table of contents.



Dissertation/Thesis Formatting Suggestions

- If you need to have a landscape chart in-between your portrait, 1st do a section break (next page) before and after the page that you want to make landscape.
- Go back to the page that you want to change the setup to landscape.



Contact:

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Thanks for Your Attention!
