

**GUIDELINES FOR PREPARING  
MASTERS THESES AND DOCTORAL DISSERTATIONS**

**for**

**College of Architecture and Planning  
College of Arts and Media  
Business School  
School of Education and Human Development  
College of Engineering and Applied Science  
College of Liberal Arts and Sciences  
School of Public Affairs**

**The Graduate School**

**University of Colorado Denver**

**Downtown Campus**

**2008**

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# GUIDELINES FOR PREPARING YOUR THESIS

The purpose of this manual is to provide guidelines, which will help you publish a completed thesis that meets the criteria appropriate to a scholarly work, and is acceptable to both the Graduate School at University of Colorado Denver and to the academic and professional communities at large.

Candidates preparing theses or dissertations are strongly advised to read and follow the manual carefully. The purpose behind the specifications is to achieve a uniform and professional appearance.

**DO NOT USE A PREVIOUSLY APPROVED THESIS OR DISSERTATION AS A GUIDE TO PREPARING YOUR MANUSCRIPT! If your thesis does not conform to the specifications described, you will need to make the appropriate corrections.**

## GENERAL INFORMATION

### Language of the Thesis

The thesis must be written in grammatically correct English.

Note that it is the policy of this university that its publications be free of sexist language and biased language. In order to comply with this policy, you may find it helpful to consult "Guidelines to Reduce Bias in Language" which you will find in the fifth edition of the Publication Manual of the American Psychological Association.

### Printing on Thesis Bond

The final copies of the thesis that you present to the Graduate School must be on thesis bond.

Print on one side only.

The copies you submit to the Graduate School must not include visible corrections. Do not use correction tape or fluid, or scotch tape.

### Number of Copies

The Graduate School requires three copies of your thesis.

- Two on thesis bond. These are deposited in the Auraria Campus Library after they are bound. They are placed in Archives and the Library's circulating collection.
- One on ordinary paper. This copy will be sent to your department.

In addition, doctoral students are required to submit one extra copy of both the abstract and the title page on thesis bond. If you wish to have additional copies bound for personal use, you may submit them to the Graduate School with the required copies.

**Copies should be presented to the Graduate School unbound. The copies should be boxed with a divider between each copy of the thesis.**

## **Copyright Registration of Your Thesis**

In general, copyright registration is a legal formality intended to make a public record of the basic facts of a particular copyright. However, registration is not a condition of copyright protection. Even though registration is not a requirement for protection, the copyright law provides several inducements or advantages to encourage copyright owners to make registration. Among these advantages are the following:

- Registration establishes a public record of the copyright claim.
- Before an infringement suit may be filed in court, registration is necessary for works of U. S. origin.
- If made before or within 5 years of publication, registration will establish prima facie evidence in court of the validity of the copyright and of the facts stated in the certificate.
- If registration is made within 3 months after publication of the work or prior to an infringement of the work, statutory damages and attorney's fees will be available to the copyright owner in court actions. Otherwise, only an award of actual damages and profits is available to the copyright owner.

Registration allows the owner of the copyright to record the registration with the U. S. Customs Service for protection against infringement.

### **Registration Process**

If you choose to copyright your thesis or dissertation, it is required that you do so through the University. The Graduate School Office will forward your request to University Microfilms International (UMI), which, for a fee, will arrange to have your thesis copyrighted by the U.S. Copyright Office.

Check with the Graduate School to identify the current fee for copyright registration. Forms to process the copyright are available in the Graduate School Office.

# THESIS FORMAT

## Arrangement of the Thesis

Each element (e.g. dedication, acknowledgement, chapters, appendices, bibliography) of the thesis begins on a separate page.

Information on, and samples of, the required pages are found in the following section.

Arrange the elements in the following order:

### Front Matter:

Title page – required

Copyright page – optional

Approval page – required

Abstract – required

Dedication – optional

Acknowledgement – optional. Students often wish to recognize individuals or groups who have provided guidance and support. Any funding should be acknowledged.

Table of Contents – required

List of Figures – required if figures are included

List of Tables – required if tables are included

Preface - optional

### Body of Text

### Back Matter:

Appendix – optional. Page numbers are a continuation of those in the text.

Glossary – optional. Page numbers are a continuation of those in the Appendix.

Bibliography – required. This section may alternatively be entitled Works Cited or References.

Page numbers are a continuation of those in the Glossary or Appendix.

## Margins

A margin is the amount of blank space from the edge of the page to any print, be it a heading, text, page number, figure, or text. The finished manuscript must have the margins indicated below. Margin requirements extend to tables, figures, and material in the appendix. You may wish to use a ruler to measure the actual margins since interfaces between computers and printers can vary the measurement of the margins. Note that all margins must be **“at least”** the measurement specified below.

- Left margin must be at least 1-3/4 (1.75) inches.
- Right margin must never be less than 1 inch.
- Top margin to chapter headings must be at least 2 inches.
- Top margin to running text must be at least 1-1/2 (1.5) inches.
- Bottom margin to running text must be at least 1-1/2 (1.5) inches.
- Bottom margin to page number must be at least 3/4 (.75) inch.



## Font

Font style and size should be consistent throughout the thesis. An exception may be made for material in the appendix, but the appendix material must be legible.

Font should be easy to read. Choose a common style and avoid script and ornamental fonts. Choose a legible size, either 10 or 12 point.

Print must be letter quality with dark black characters that are consistently crisp and clear.

## Spacing

Text may be single-spaced, space-and-one-half, or double-spaced. Consult your thesis advisor for his/her preference. However,

- Long quotations must be single-spaced and indented on both sides. A quotation more than three lines would be considered “long.”
- Any footnote or endnote entry should be single-spaced. Double-space between entries
- Entries in tables, figures, and the Table of Contents, should be single-spaced. Double-space between entries.

## Page Numbers

Use small Roman numerals for the front matter, up to the point where your first chapter begins. Count, but do not print page numbers on the title, copyright, approval, abstract, dedication, and acknowledgement pages.

Use Arabic numerals for the body of the thesis and following material, e.g. appendix and bibliography. Begin with page 1 and continue through to the end of the manuscript.

Center the bottom of page numbers no less than  $\frac{3}{4}$  (.75”) inch from the bottom of the page.

## Headings

Headings represent the outline of the text. There are two acceptable styles for thesis headings:

1. Conventional style (shown on page
2. Technical style, which is customarily used in scientific and technical documents (shown on page .

There should never be a heading or subheading at the bottom of the page.

## Documenting Sources

Samples of APA, Chicago, and MLA bibliographical styles are presented later in this manual. Your field may also have a “style manual” that will provide examples of how to construct bibliography entries and citations. Follow the examples carefully, and submit a sample of the model you have followed when the thesis is submitted for review.

## Style Manuals:

The Chicago Manual of Style, 15<sup>th</sup> edition

MLA Style Manual and Guide to Scholarly Publishing, 2<sup>nd</sup> edition

Publication Manual of the American Psychological Association (APA Manual), 5<sup>th</sup> edition.

## Equations

Equations are usually numbered to show chapter and sequence. Equations in chapter 3, for example, would be numbered 3.1, 3.2, 3.3, and so on. These are generally set flush to the right margin. Your equations must be legible.

## Figures and Tables

### Numbering

Figures and tables are numbered independently, using Arabic numerals. Each figure and table must have its own number – do not use designations, such as ‘a,’ ‘b,’ etc. unless absolutely necessary (this is generally done only when a last-minute addition is made). You may use one of two ways to number figures and tables:

- You may use a system that designates the location of the illustration in the chapter. For example, the second figure in chapter 1 would be 1.2, the third figure in chapter 3 would be 3.3, the fourth figure in appendix A would be A.4, and so on. This is the preferred method of numbering figures, tables, charts, maps, etc.
- You may use continuous numbering throughout the manuscript.

**Be consistent!** Once a format has been selected, use it throughout the manuscript.

### Figure Titles

Graphs, charts, photographs, drawings, and maps are considered figures. Capitalize the entire title and always place the number and title of the figure **below** the figure. Double-space between the figure and the title. The figure number may be in regular or **bold** type. Use regular type for the title. Do not include any legend, which provides additional detailed information, on the Figures page in the front matter.

### Table Titles

Column lists of data are considered tables. Capitalize only the initial word in the title and always place the number and title of the table **above** the table. Double-space between the title and the table. The table number may be in regular or **bold** type. Use regular type for the title. Do not include any legend, which provides additional detailed information, on the Tables page in the front matter.

For multiple-page tables: repeat the table number along with (Con’t.). Insert column headings at the top of each page following the first page of the table.

## Source Notes

All figures and tables borrowed or adapted from another source must be credited to that source. You must have permission to reproduce copyrighted material (see “Use of Copyrighted Material,” page ). Even when a source is not copyrighted, it is always desirable to request permission.

## Placement

Figures and tables should appear as soon as reasonable after they mentioned in the text (but not in the middle of a sentence).

A small figure -- one that will occupy half a page or less – should be set into the text page. A large figure is generally presented on a separate page.

A wide figure or table may be positioned with its head to the bound edge of the page (landscape orientation). Leave a 1-3/4 (1.75) inch margin above the top of the figure for the binding. If the figure cannot be conveniently be fitted onto 8-1/2 x 11 inch paper within the required margins, see “Oversized Material” for additional information on how to handle oversized material.

## Multi-Page Tables

If a table is very long and must be carried over to a following page, the table number should be repeated and followed by the abbreviation “Cont.” in parentheses:

Table 3.7 (Cont.)

Column headings should be repeated. Omitting the horizontal line at the end of a continuing table informs the reader that the table is continued on the following page.

## Oversized Material

There are two methods of dealing with an oversized table or figure. You can reduce it or fold it.

When reducing tables or illustrations, make certain that the scale chosen is easy to read and that the image falls within the required margins. Leave space for any legend to be added.

If reduction would make the detail of the table or figure illegible, duplicate the material on acid-free paper and fold it. Leave a 1-3/4 (1.75) inch margin on the edge to be bound. Because the edges of the paper will be trimmed approximately 1/8 inch when bound, the paper will need to be folded accordingly.

## Notes

### Footnotes

Footnotes are utilized for ease of reference and should allow the reader to find the source with little difficulty. The footnote reference is placed, in superscript, at the end of a sentence, after a period, or at the end of a clause, and after any punctuation marks. The footnote numbers must appear in superscript Arabic numerals and be numbered sequentially throughout the thesis.

The footnote itself must appear in its entirety on the page on which it is referenced and must fall within the specified margins. Single-space the footnote with a double-space between footnotes.

## Endnotes

Endnotes are utilized when footnotes are lengthy or when there are a multitude of footnotes on a given page or section. They are essentially footnotes that appear at the end of the text or appendix (if included), directly before the Bibliography. Entitled “Notes” or “Endnotes,” these begin on a new page and should be referenced in the Table of Contents. Page numbers continue in sequence from the preceding text.

## Appendix

The Appendix immediately follows the text and is generally includes copies of ancillary articles, questionnaires, approvals, data, or other information, which supports the premise of the thesis. It allows the author to include information helpful or essential to the understanding of the text, but too lengthy or cumbersome to be included in the text itself.

Each appendix begins on a new page and must be referenced in the Table of Contents. Leave a minimum top margin of 2 inches (2”) before centering the major heading of APPENDIX (followed by the letter of the appendix – all in caps). Each appendix is labeled with a letter, beginning with “A” (through Z). Center the title of the appendix immediately under the appendix designation – either capitalize or use all caps for the title. Double-space and begin the Appendix. Use regular type – **no bold for any headings!**

Since the appendix will, many times, include copies of articles or other materials, the font size may differ from the rest of the manuscript. Be certain, however, that the information is legible and that the information falls within the margins specified earlier.

When there are figures or tables within the appendix, label them accordingly. See more on this in the Figures and Tables sections.

Continue the page numbering from the body of the thesis. The appendix may not be numbered differently.

## Use of Copyrighted Material

If you use copyrighted material in your thesis, you must give full credit to the author and publisher of the work used. Copyright material may be published, or unpublished. If the quotation exceeds “fair use,” you must obtain permission from the copyright owner.

In determining whether excerpts from copyrighted materials exceed the “fair use” criterion, the primary considerations are

- the purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work quoted;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- the effect of the use upon the potential market or the value of the copyrighted work.

Under the *fair use* doctrine of the U.S. copyright statute, it is permissible to use limited portions of a work including quotes, for purposes such as commentary, criticism, news reporting, and scholarly reports. There are no legal rules permitting the use of a specific number of words, a certain number of musical notes, or percentage of a work. Whether a particular use qualifies as fair use depends on all the circumstances.

The distinction between “fair use” and infringement may be unclear and not easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

Additional information on “fair use” can be found at [www.copyright.gov](http://www.copyright.gov). Click on “Frequently Asked Questions” under “About Copyright.”

**IF YOU ARE IN DOUBT, OBTAIN PERMISSION!**

### **Request to Use Copyrighted Material**

If you are planning on using copyrighted material, begin by requesting permission. Most times, the page containing the copyright notice will also note the copyright owner, the year of publication, and the publisher’s name. Address your request to the publisher’s Rights and Permissions Department. There are several reference books, which will give you a publisher’s address if it is not listed in the publication.

In any event, all of the following information should be included in the request to use copyrighted material:

1. Author’s, editor’s full name;
2. Title, edition, and/or volume number, if applicable;
3. Copyright date;
4. Exact page numbers of text, figures, tables, and/or illustrations to be used;
5. If you are requesting an entire chapter, or more, state the exact chapter and page numbers;
6. ISBN number for books and ISSN number for magazines and journals;
7. Why the material is being used;
8. Name of your university and school;
9. Name of your thesis and degree to be obtained;
10. Date of your degree; and
11. Your full name.

## SAMPLE PAGES WITH EXPLANATIONS

### Title Page

The title of your thesis should be as brief as possible, consistent with giving an accurate description of the thesis. You may want to use key words in your title so that the title will be retrievable from keyword computerized listings. Be sure to spell out, in English, any symbols, formulas, Greek letters, and so on.

Center all material between the margins. List all prior degrees as shown on the sample title page. For the degree you anticipate, choose from the list of degrees and departments, schools, colleges, and programs below. Date is the year the degree is to be conferred.

**Count the title page as page 1 of your document even though there is no page number inserted at the bottom.**

#### Degree

#### Program

#### **COLLEGE OF ARCHITECTURE AND PLANNING**

Master of Architecture (M.Arch.)	Do not specify program
Master of Landscape Architecture (M.L.A.)	Do not specify program
Master of Urban and Regional Planning (M.U.R.P.)	Do not specify program
Master of Urban Design (M.U.D.)	Do not specify program
Doctor of Philosophy (Ph.D.)	Design and Planning
Master of Public Administration and Master of Urban and Regional Planning (M.P.A./M.U.R.P.)	Do not specify program
Master of Landscape Architecture and Master of Urban and Regional Planning (M.L.A./M.U.R.P.)	Do not specify program
Master of Architecture and Master of Urban and Regional Planning (M.Arch/M.U.R.P.)	Do not specify program
Master of Architecture and Master of Landscape Architecture (M.Arch/M.L.A.)	Do not specify program

#### **COLLEGE OF ARTS AND MEDIA**

Master of Science (M.S.)	Recording Arts
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#### **BUSINESS SCHOOL**

Master of Business Administration (M.B.A.)	Executive Program Health Administration
Master of Business Administration and Master of Science (M.B.A./M.S.)	International Management

**BUSINESS SCHOOL (Continued)**

Master of Science (M.S.)	Accounting Finance Finance/Economics (Dual Degree) Health Administration Information Systems Management and Organization Marketing
Master of Science in International Business (M.S.I.B.)	Do not specify program
Doctor of Philosophy (Ph.D.)	Computer Science and Information Systems (student applied through Business School)

**SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT**

Educational Specialist (Ed.S.)	Administrative Leadership and Policy Studies School Psychology
Master of Arts (M.A.)	Administrative Leadership and Policy Studies Counseling Psychology and Counselor Education Curriculum and Instruction Early Childhood Education Educational Psychology Information and Learning Technologies Special Education
Doctor of Philosophy (Ph.D.)	Educational Leadership and Innovation

**COLLEGE OF ENGINEERING AND APPLIED SCIENCE**

Master of Engineering (M.Eng.)	Do not specify program
Master of Science (M.S.)	Civil Engineering Computer Science Electrical Engineering Mechanical Engineering
Doctor of Philosophy (Ph.D.)	Civil Engineering Computer Science and Information Systems (student applied through Engineering)

## COLLEGE OF LIBERAL ARTS AND SCIENCES

Master of Arts (M.A.)	Anthropology Communication Economics English History Political Science Psychology Sociology
Master of Humanities (M.H.)	Do not specify program
Master of Integrated Sciences (M.I.S.)	Do not specify program
Master of Science (M.S.)	Applied Mathematics Biology Chemistry Environmental Sciences Finance/Economics (Dual Degree) Technical Communication
Master of Science and Master of Public Administration (M.S./M.P.A.)	Technical Communication
Master of Social Science (M.S.S.)	Do not specify program
Doctor of Philosophy (Ph.D.)	Applied Mathematics Health and Behavioral Science

## SCHOOL OF PUBLIC AFFAIRS

Master of Criminal Justice (M.C.J.)	Do not specify program
Master of Public Administration (M.P.A.)	Do not specify program
Master of Public Administration and Master of Science (M.P.A./M.S.)	Technical Communication
Master of Public Administration and Master of Urban and Regional Planning (M.P.A./M.U.R.P.)	Do not specify program
Doctor of Philosophy (Ph.D.)	Computer Science and Information Systems Public Administration

A sample title page appears on the following page. Leave a top margin of at least 2 inches (2") before the thesis title. **Be consistent: use the same top margin to all major and chapter headings!** Double-space the title, which should appear in reverse pyramid style (and no more than 4 lines).

List your name and the degrees previously earned, with their award dates, below the title. **Do not include the degree and date of the degree to be awarded.** Carefully space the remaining information on the title page so that it appears centered in the page. List the degree, the department, and the date of the degree to be awarded, double-spaced and in that order, below the certifying information. **No page number appears at the bottom of this page!**



***(Sample Title Page)***

THE CARE AND CLEANING OF A FIG LEAF

by

Jane Sarah Higginbotham

B.A., University of Tennessee, 1993

M.A., University of Wisconsin, Eau Claire, 1998

A thesis submitted to the  
University of Colorado Denver  
in partial fulfillment  
of the requirements for the degree of  
Doctor of Philosophy  
Health and Behavioral Sciences  
2008

***(COUNT, BUT DO NOT PRINT PAGE NUMBER ON THIS PAGE)***

## Copyright Page

The copyright page is optional. Use it only if you plan to register your copyright with the U.S. Copyright Office. If the manuscript is to be copyrighted, it is required that you do so through the University, which will forward your request to University Microfilms International (UMI).

Leave a top margin of 2 inches (minimum) before the copyright information. **Be consistent: use the same top margin to all major and chapter headings!** Double-space this page and center all information between the margins.

Note that the word "copyright" is not required on the copyright page. The circled "c" (©) is sufficient and must be used. Signify the year in which the copyright will be established. Use your full legal name as it appears on the title page of the thesis. Include "All rights reserved." This clause supports your copyright under the Buenos Aires Convention, to which the United States and most Latin American countries belong.

Count the copyright page as page 2 of your document, even though **no page number is inserted at the bottom of the page.**

***(Sample Copyright Page)***

©by Jane Sarah Doe

All rights reserved.

***(COUNT, BUT DO NOT PRINT PAGE NUMBER ON THIS PAGE)***

## Approval (Signature) Page

This page will bear the signatures of the members of your thesis committee who have approved the thesis.

Four signatures are required for a doctoral thesis. Three committee members are required for a master's thesis, but a minimum of two signatures on the signature page will be accepted. Your thesis advisor's name should be at the head of the list. **Do not include committee members' titles or degrees.**

The date is written in by the last person to sign.

Leave a top margin of 2 inches (minimum) before the approval text. **Be consistent: use the same top margin to all major and chapter headings!** Double-space information on this page. Exception: there should be a minimum of 3 spaces between signature lines to allow space for signatures. Center all information between the margins down to the date – right-align the date line and center the word "Date" under this line. Use lower case on all lines that do not begin with a proper name (e.g. degree, has, by).

When the thesis is photocopied onto CU thesis bond, the required signatures on this page will, of course, change from originals to reproductions. In order to assure adequate reproduction, black ink should be used for the original signatures.

Count the approval page as page 2 if there is no copyright page, and page 3 if a copyright page is used. **There is no page number inserted at the bottom of this page!**

Your thesis is not complete until signed by your thesis advisor and committee members. **It is your responsibility to submit the final thesis to the Graduate School with all required signatures.** Consider schedules and any travel plans of your committee members. There is nothing more frustrating than finishing the written part of the thesis and not being able to obtain approval signatures.

**\*\*HAVE THE GRADUATE SCHOOL APPROVE THE FORMAT OF THIS PAGE BEFORE IT IS SIGNED BY YOUR COMMITTEE MEMBERS!**

***(Sample Approval Page)***

This thesis for the Doctor of Philosophy

degree by

Jane Sarah Doe

has been approved

by

---

Thomas B. Jones

---

Evelyn B. Dawes

---

Ralph G. Garcia

---

Marlene J. Smith

---

Ralph Waldo Emerson

---

Date

***(COUNT, BUT DO NOT PRINT PAGE NUMBER ON THIS PAGE)***

## Abstract

Leave a minimum top margin of 1-1/2 inches (1.5") before entering your name (surname followed by first name and initial – this should match your name on the title page). In parentheses: state your degree, followed by the program, department, school, or college.

After a double-space, print the title of the thesis. **This title must match that on the title page, word for word, and including punctuation.** If the title exceeds one line, single-space the title.

Double-space and insert "Thesis directed by..." listing the academic title (e.g., Professor, Associate Professor, Assistant Professor) and name of your thesis advisor. Do not use words like "Dean," "Chair," or "Department Head." In addition, do not include the thesis advisor's degree (e.g. Ph.D.).

Place at least 4 lines between this information and the word "ABSTRACT," which is printed in caps, in regular type, and centered. Double-space and begin the abstract.

**THE ABSTRACT MAY NOT EXCEED 350 WORDS!** All words, initials, and symbols count! The abstract may be single-spaced, space-and-one-half, or double-spaced, and thus, may exceed one page. It should be carefully prepared to give a succinct account of the thesis. Since it should be capable of standing alone, it should not contain citations to the bibliography or the thesis.

Place 4 lines between the abstract and the approval statement, which is single-spaced. Right-align the signature line with the name of your thesis advisor centered underneath. Again, do not incorporate titles or degrees with your advisor's name.

If there is no copyright page, the first page of the Abstract will be number iii; if there is a copyright page, the first page of the Abstract will be number iv.

**No page number appears at the bottom of this page!**

***(Sample Abstract Page)***

Doe, Jane Sarah (Ph.D., Educational Leadership and Innovation)

The Care and Cleaning of a Fig Leaf

Thesis directed by Associate Professor Thomas B. Jones

ABSTRACT

**(Insert abstract of no more than 350 words here)**

This abstract accurately represents the content of the candidate's thesis. I recommend its publication.

Signed \_\_\_\_\_  
Thomas B. Jones

***(COUNT, BUT DO NOT PRINT PAGE NUMBER ON THIS PAGE)***

## Dedication Page

The Dedication page most often expresses thanks or appreciation to someone special in the person's life – a parent, spouse, etc., who has given the student inspiration or resolve to fulfill his or her educational goals.

If a dedication is to be included, it must appear on a separate page. Leave a minimum top margin of 2 inches (2") before entering the major heading of DEDICATION (all in caps). **Be consistent: use the same top margin to all major and chapter headings!** Use regular type – no bold. Double space after the heading and begin the dedication.

**No page number appears at the bottom of this page!**



***(Sample Dedication Page)***

DEDICATION

I dedicate this thesis to my parents, who gave me an appreciation of learning and taught me the value of perseverance and resolve. I also dedicate this to my wife, Amanda, for her unfaltering support and understanding while I was completing this thesis.

***(COUNT, BUT DO NOT PRINT PAGE NUMBER ON THIS PAGE)***

## Acknowledgement Page

The Acknowledgement page serves to thank all those who contributed or assisted in the student's research and/or writing of the thesis. All grants or other kinds of financial or professional support should be acknowledged on this page.

If an acknowledgment is to be included, it must appear on a separate page. Leave a minimum top margin of 2 inches (2") before entering the major heading of ACKNOWLEDGEMENT (all in caps). **Be consistent: use the same top margin to all major and chapter headings!** Use regular type – no bold.

Double space after the heading and begin the acknowledgement.

**There is no page number at the bottom of this page.**

***(Sample Acknowledgement Page)***

ACKNOWLEDGEMENT

My thanks to my advisor, Thomas B. Jones, for his contribution and support to my research. I also wish to thank all the members of my committee for their valuable participation and insights.

***(COUNT, BUT DO NOT PRINT PAGE NUMBER ON THIS PAGE)***

## Table of Contents

The Table of Contents begins on a new page. Leave a minimum top margin of 2 inches (2") before entering the major heading of CONTENTS or TABLE OF CONTENTS (all in caps). **Be consistent: use the same top margin to all major and chapter headings!** Double-space and begin the Table of Contents. Use regular type – no bold for any headings!

This section must include all major sections of the thesis, **following the Contents pages**. Nothing preceding the Table of Contents page is listed. For instance, if there are figures, tables, illustrations, charts, maps, or similar designations in the thesis, each of the above will be listed on a separate page **following the Table of Contents**. The designation (e.g. Figures) will appear along with the page number on which they appear.

Begin numbering the pages on the Table of Contents. Insert small Roman numeral page numbers, centered, and at least ¾ inch from the bottom of the page. Count all preceding pages, including the title page and those with no number at the bottom.

Note that the Table of Contents also reflects the style in which the text is presented. The Table of Contents (along with the text) may be prepared in one of two styles: conventional or technical. Regardless of the style used, include all headings down to, and including, the third level.

### Conventional Style

Conventional style is generally used for liberal arts, educational, and social science manuscripts. Headings are indented to reflect their levels.

Other Requirements:

Headings on the Contents, Figures, Tables (and any other pages in the front matter) must match those in the text, word for word! Punctuation must also match.

Include all heading levels down to, and including, the third level in the Table of Contents.

If the heading is more than one line, insert a hanging indent so it lines up with the indent on the first line. (Click on "Format," and then "Paragraph." Under Indent, click on the arrow under the special box and click on "Hanging." Insert the indent size if there is no number already in the box, and then click on "OK.") These instructions will apply any time a hanging indent is needed, regardless of their function.

Do not run headings on these pages into the page number range. The following is an example of what **NOT TO DO**:

Findings of the Study as Related to the Findings of Early and Recent Researchers .17

The following page is a sample of a Table of Contents in the Conventional Style.

**(Sample Table of Contents – CONVENTIONAL STYLE)**

TABLE OF CONTENTS

Figures .....	vi
Tables.....	viii
CHAPTER	
1. INTRODUCTION .....	1
Purpose of the Study .....	3
Scope of the Study.....	7
Data Limitations.....	10
Other Limitations .....	12
Arrangement of the Thesis.....	15
2. REVIEW OF THE LITERATURE.....	18
Findings of the Study as Related to the Findings of Early and Contemporary Researchers.....	18
Most Recent Discoveries .....	25
Conflicting Theories.....	28
Results and Conclusions.....	35
Summary.....	44
3. CONCLUSIONS .....	53
APPENDIX	
A. QUESTIONNAIRES .....	65
B. COVER LETTERS.....	88
C. RESPONSES FROM STUDY GROUPS.....	93
D. HUMAN SUBJECTS APPROVAL .....	101
BIBLIOGRAPHY .....	102

**(PRINT SMALL ROMAN NUMERAL PAGE NUMBER ON THIS PAGE)**

## Technical Style

Technical style is more often used for scientific or engineering manuscripts. Headings are indicated by a numbering system to reflect their levels.

The Table of Contents begins on a new page. Leave a minimum top margin of 2 inches (2") before entering the major heading of CONTENTS or TABLE OF CONTENTS (all in caps). **Be consistent: use the same top margin to all major and chapter headings!** Double-space and begin the Table of Contents. Use regular type – no bold for any headings.

This section must include all major sections of the thesis, **following the Contents pages**. Nothing preceding the Table of Contents page is listed. For instance, if there are figures, tables, illustrations, charts, maps, or similar designations in the thesis, each of the above will be listed on a separate page **following the Table of Contents**. The designation (e.g. Figures) will appear along with the page number on which they appear.

Begin numbering the pages on the Table of Contents. Insert small Roman numeral page numbers, centered, and at least ¾ inch from the bottom of the page. Count all preceding pages, including the title page and those with no number at the bottom.

Other Requirements:

Headings on the Contents, Figures, Tables (and any other pages in the front matter) must match those in the text, word for word! Punctuation must also match.

Include all heading levels down to, and including, the third level in the Table of Contents.

If the heading is more than one line, insert a hanging indent so it lines up with the indent on the first line. (Click on "Format," and then "Paragraph." Under Indent, click on the arrow under the special box and click on "Hanging." Insert the indent size if there is no number already in the box, and then click on "OK."). These instructions will apply any time a hanging indent is needed, regardless of their function.

Do not run headings on these pages into the page number range. The following is an example of what **NOT TO DO**:

2.1 Findings of the Study as Related to the Findings of Early, Modern, and Recent Researchers..17

The following page is a sample of a Table of Contents in the Technical Style.

**(Sample Table of Contents – TECHNICAL STYLE)**

TABLE OF CONTENTS

Figures .....vi

Tables ..... viii

Chapter

1. Introduction ..... 1

1.1 Purpose of the Study ..... 3

1.2 Scope of the Study ..... 7

1.2.1 Data Limitations ..... 10

1.2.2 Other Limitations ..... 12

1.3 Arrangement of the Thesis ..... 15

2. Review of the Literature ..... 18

    Findings of the Study as Related to the Findings of Early and Contemporary  
    Researchers ..... 18

    Most Recent Discoveries..... 25

2.2.1 Conflicting Theories ..... 28

2.2.2 Results and Conclusions ..... 35

    Summary ..... 44

3. Conclusions ..... 53

Appendix

A. Questionnaires ..... 65

B. Cover Letters..... 88

C. Responses from Study Groups ..... 93

D. Human Subjects Approval..... 101

Bibliography ..... 102

**(PRINT SMALL ROMAN NUMERAL PAGE NUMBER ON THIS PAGE)**

## List of Figures

**This page must be included if there are any figures in the text or the appendix.** The Figures page begins on a new page. Leave a minimum top margin of 2 inches (2") before centering the major heading of FIGURES or LIST OF FIGURES (all in caps). **Be consistent: use the same top margin to all major and chapter headings!** Use regular type – no bold for any headings in the front matter! Double-space and begin the list of figures.

The Figures page allows the reader independent access to the figures in the text. There are two ways to number figures:

1. You may assign the figure a number that indicates its placement in a chapter. For example, Figure 1.2 would be the 2<sup>nd</sup> figure in chapter 1, Figure 2.5 would be the 5<sup>th</sup> figure in chapter 2, Figure A.3 would be the 3<sup>rd</sup> figure in appendix A, and so on. This is the preferred method of numbering figures.
2. You may also number the figures consecutively through the text (i.e. 1, 2, 3, etc.). Start with the number 1 and continue consecutive numbering according to their sequence in the text.

Capitalize the heading/title of the figure, both in the text and on the Figures page. **Both the number and title must appear on the Figures page exactly as presented in the text!**

On the Figures page, continue the page count, using small Roman numeral page numbers, centered, and at least  $\frac{3}{4}$  inch from the bottom of the page.

Follow the same format for charts, illustrations, maps, etc.



***(Sample Figures Page)***

LIST OF FIGURES

Figure

1.1	Title of First Figure in Chapter 1, Capitalized only .....	5
1.2	Title of Second Figure in Chapter 1, Capitalized only .....	10
1.3	Title of Third Figure in Chapter 1, Capitalized only .....	12
1.4	Title of Fourth Figure in Chapter 1, Capitalized only .....	17
2.1	Title of First Figure in Chapter 2, Capitalized only .....	21
2.2	Title of Second Figure in Chapter 2, Capitalized only .....	25
2.3	Title of Third Figure in Chapter 2, Capitalized only .....	29
2.4	Title of Fourth Figure in Chapter 2, Capitalized only .....	32
2.5	Title of Fifth Figure in Chapter 2, Capitalized only .....	34
3.1	Title of First Figure in Chapter 3, Capitalized only .....	55
3.2	Title of Second Figure in Chapter 3, Capitalized only .....	58
A.1	Title of First Figure in Appendix A, Capitalized only .....	66
A.2	Title of Second Figure in Appendix A, Capitalized only .....	72
B.1	Title of First Figure in Appendix B, Capitalized only .....	90

***(PRINT SMALL ROMAN NUMERAL PAGE NUMBER ON THIS PAGE)***

## List of Tables

**This page must be included if there are any tables in the text or the appendix.** The Tables page begins on a new page. Leave a minimum top margin of 2 inches (2") before centering the major heading of TABLES or LIST OF TABLES (all in caps). **Be consistent: use the same top margin to all major and chapter headings!** Use regular type – no bold for any headings in the front matter! Double-space and begin the list of tables.

The Tables page allows the reader independent access to the tables in the text. There are two ways to number tables:

1. You may give the table a number that indicates its placement in a chapter. For example, Table 1.2 would be the 2<sup>nd</sup> table in chapter 1, Table 2.5 would be the 5<sup>th</sup> table in chapter 2, Table A.3 would be the 3<sup>rd</sup> table in appendix A, and so on. This is the preferred method of numbering tables.
2. You may number the tables consecutively through the text (i.e. 1, 2, 3, etc.). Start with the number 1 and continue consecutive numbering according to how they appear in the text.

Capitalize only the initial word of the heading/title of the table, both in the text and on the Tables page. **Both the number and title must appear on the Tables page exactly as presented in the text!**

For a table that spans two or more pages, list only the number of the first page.

On the Tables page, continue the page count, using small Roman numeral page numbers, centered, and at least  $\frac{3}{4}$  inch from the bottom of the page.

***(Sample Tables Page)***

LIST OF TABLES

Table

1.1	Title of first table in Chapter 1, capitalize first word only.....	11
1.2	Title of second table in Chapter 1, capitalize first word only.....	13
2.1	Title of first table in Chapter 2, capitalize first word only.....	20
2.2	Title of second table in Chapter 2, capitalize first word only.....	27
2.3	Title of third table in Chapter 2, capitalize first word only .....	30
3.1	Title of first table in Chapter 3, capitalize first word only.....	57
3.2	Title of second table in Chapter 3, capitalize first word only.....	58
3.3	Title of third table in Chapter 3, capitalize first word only .....	63
A.1	Title of first table in Appendix A, capitalize first word only .....	68
B.1	Title of first table in Appendix B, capitalize first word only .....	89
B.2	Title of second table in Appendix B, capitalize first word only .....	92
C.1	Title of first table in Appendix C, capitalize first word only.....	97

***(PRINT SMALL ROMAN NUMERAL PAGE NUMBER ON THIS PAGE)***

## Headings

You are required to format your thesis in one of two styles: conventional or technical style. Conventional style is generally used for liberal arts, educational, and social science treatises while technical style is most often reserved for scientific and engineering manuscripts.

### Conventional Style

Conventional style is generally used for liberal arts, educational, and social science manuscripts. If you have decided to use this style, the following illustrates the heading style you are required to use.

The five levels of headings are formatted as follows:

CENTERED UPPERCASE HEADING  
(CHAPTER HEADING)

Centered and Capitalized Heading  
(Level 2 heading – Broad Importance)

*Centered, Italicized, and Capitalized Heading*  
(Level 3 heading – Medium Importance)

*Flush Left, Italicized, and Capitalized Heading*  
(Level 4 heading – Less Significant Importance)

*Indented, italicized, and lowercase heading ending with a period.* (Level 5 heading – Minor Importance) Paragraph immediately follows this heading.

Each chapter begins on a new page. Leave a minimum top margin of 2 inches (2") before centering the major heading of CHAPTER and its number (all in caps). **Be consistent: use the same top margin to all major and chapter headings!**

EACH CHAPTER WILL ALWAYS BE INTRODUCED BY A CHAPTER HEADING! Use the centered, uppercase heading for all chapter headings. Double-space between the chapter number and the title of the chapter. If the chapter name is longer than four inches, split the heading and single-space the following line(s) in inverted pyramid style.

Double-space between this heading and the following text. Also double-space if the chapter heading is followed by a subheading.

Use the centered and capitalized Level 2 Heading (signifies broad importance) as a subheading to the chapter heading. Again, if this heading is longer than four inches, split the heading and single-space in inverted pyramid style.

Double-space between this heading and the following text. Also double-space after this heading if it is followed by a subheading.

Use the centered, capitalized and italicized Level 3 Heading (signifies medium or normal importance) as a subheading to the level 2 heading. Again, if this heading is longer than four inches, split the heading and single-space in inverted pyramid style.

Double-space between each heading and the following text. Also double-space after this heading if it is followed by a subheading.

Level 4 Headings (signifies a heading of less significance) are capitalized, italicized and placed flush left. Species names and the like should appear in regular type. Again, if this heading is longer than four inches, split the heading and single-space in inverted pyramid style.

Double-space between each heading and the following text. Also double-space after this heading if it is followed by a subheading.

Level 5 Headings (signifies a heading of minor importance) are indented, italicized, with only the initial word of the heading capitalized. It is ended with a period. The paragraph it introduces follows immediately. Proper nouns are, of course, to be capitalized. Species names and the like should appear in regular type.

The following is an example of a chapter heading followed by the four sub-headings.

CHAPTER 1  
AN EXAMINATION AND SCRUTINY OF THE INCA EMPIRE  
FROM THE STANDPOINT OF CORTEZ AND  
THE SPANISH CONQUISTADORES

A Journey to the New World to Find New Land  
and Riches for the Spanish Court

*The Early Days of the Expedition – Welcome by the Inca,  
Uncivilized Heathens in the Eyes of Cortez and  
His Entourage*

*Gifts from the Incas.*

*Gold and Riches.* The Inca were very generous. They presented the Spanish with many treasures, including beautiful feathered headdresses, adorned with gold and precious stones.

Subjects of equal importance will have the same level of heading throughout the manuscript. As in an outline, each successive subheading is narrower in scope and more specialized or focused.

### **Technical Style**

Technical style is more often used for scientific and engineering manuscripts. Headings are indicated by a numbering system to reflect their levels.

If you have decided to use this style, the following illustrates the heading style you are required to use.

The five levels of headings are **printed in bold** and formatted as follows:

- 1. Chapter Heading, Capitalized** – note that there is a period after the chapter number.
- 1.1 Second Level Heading, Capitalized** (Broad Importance) – note that there is no period after the section number.
- 1.2 Second Level Heading, Capitalized**
- 1.2.1 Third Level Heading, Capitalized** (Medium or Normal Importance) – note that there is no period after the section number.
- 1.2.2 Third Level Heading, Capitalized**
- 1.2.2.1 Fourth Level Heading, Capitalized** (Less Significant Importance) – note that there is no period after the section number.
- 1.2.2.2 Fourth Level Heading, Capitalized**
- 1.2.2.2.1 Fifth Level Heading, Capitalized** (Minor Importance) – note that there is no period after the section number.

All headings are formatted with the chapter or section number followed by the chapter or section title/heading. **The headings are always printed in bold.**

Each chapter begins on a new page. Leave a minimum top margin of 2 inches (2") before inserting the chapter number and its title (all in bold). **Be consistent: use the same top margin to all major and chapter headings!**

EACH CHAPTER WILL ALWAYS BE INTRODUCED BY A CHAPTER HEADING! Place the title of the chapter immediately after the chapter number. If the chapter name is longer than four inches, split the heading and single-space the following line(s).

Double-space between this heading and the following text. Also double-space if the chapter heading is followed by a subheading.

Use the Level 2 Heading (signifies broad importance) as a subheading to the chapter heading. Again, if this heading is longer than four inches, split the heading and single-space in inverted pyramid style.

Double-space between this heading and the following text. Also double-space after this heading if it is followed by a subheading.

Use the Level 3 Heading (signifies medium or normal importance) as a subheading to the level 2 heading. Again, if this heading is longer than four inches, split the heading and single-space in inverted pyramid style.

Double-space between each heading and the following text. Also double-space after this heading if it is followed by a subheading.

Use the Level 4 Headings (signifies a heading of less significance) as a subheading to the level 3 heading. Again, if this heading is longer than four inches, split the heading and single-space in inverted pyramid style.

Double-space between each heading and the following text. Also double-space after this heading if it is followed by a subheading.

Use the Level 5 Headings (signifies a heading of minor importance) as a subheading to the level 4 heading. Again, if this heading is longer than four inches, split the heading and single-space in inverted pyramid style.

The following is an example of a chapter heading followed by the four sub-headings.

- 1. The Biological World**
- 1.1 The Animal World**
- 1.1.1 Animals in North America**
- 1.1.1.1 Reindeer**
- 1.1.1.1.1 Habitat of Reindeer**
- 1.1.1.1.2 Foraging Habits of Reindeer**
- 1.1.1.2 Grizzly Bears**
- 1.1.1.2.1 Present Habitat of Grizzly Bears**
- 1.1.1.2.2 Expansion of Grizzly Bear Habitat**

Subjects of equal importance will have the same level of heading throughout the manuscript. As in an outline, each successive subheading is narrower in scope and more specialized or focused.

## BIBLIOGRAPHY

The Bibliography, References, or Works Cited is a required section in all theses and dissertations. It includes a listing of all sources and allows easy reference to all the materials used in the preparation of the manuscript. As a major section of the thesis, the Bibliography must be referenced in the Table of Contents.

The Bibliography appears at the very end of the thesis. Continue consecutive page numbering from the text (or appendix). You may either single-space the bibliography with a double-space between citations, or double-space the bibliography with additional space between citations.

There are several format styles for references. You may use any of the styles shown below. You may also use a professional style preferred by your discipline. If an alternate style is used, be certain to follow the style requirements consistently and to the letter. You will also be required to attach a sample of the alternate style used to the Graduate School when a draft of the thesis is submitted.

Entries in a bibliography are generally alphabetized by the author's surname. The only exception to this is in technical or scientific manuscripts, where references may be numbered in the body of the text. You may then list bibliographical entries by number instead of alphabetically.

### **IMPORTANT! DO NOT USE A PREVIOUS THESIS AS YOUR FORMAT GUIDE FOR THE BIBLIOGRAPHY!**

**Regardless of the style used, full documentation is required, including author's name, title of work, and publishing information. If you elect to use one of the styles illustrated in this manual, you must follow the format exactly. This includes capitalization, italics, order of elements, and punctuation!**

Samples of bibliographical format are shown on the following pages.

**APA Style** (based on the Publication Manual of the American Psychological Association, 5<sup>th</sup> ed.)

**BOOKS**

**Basic Form:**

Author Surname, First Name. (Publication Date). *Book title*. Location of Publisher: Publisher.

**Book by Single Author:**

Anas, Alex. (1982). *Residential location markets and urban transportation: Economic theory, econometrics, and policy analysis with discrete choice models*. New York: Academic Press.

Indent second and subsequent lines of citations. All authors' names are listed surname, followed by a comma and then first name. Author's name is followed by the date of publication (in parentheses), title of book (italicized and in lower case), and publication information (location of publisher: name of publisher). Also note that, in the book's title, the first word after a colon is capitalized. Use regular type for words in book titles that would normally be italicized, such as species' names. When the location of the publisher is in an unfamiliar place, also note the state or country. You may abbreviate the state or country or spell it out. **Above all, be consistent!**

Use "**Anonymous**" as the author only when the work is signed as such.

**More than One Book by the Same Author or Editor:**

Bateson, M.C. (1990). *Composing a life*. New York: Plume.

Bateson, M.C. (1994). *Peripheral visions*. New York: Random House.

Bateson, M.C., ed. (1998). *Competitive edges to healthcare reform*. San Francisco: Jossey-Bass.

Publications by the same author(s) are listed chronologically, oldest to most recent. If the publications are published in the same year, list them alphabetically by the title of the book or journal article. Articles, such as "a", "an," and "the," are ignored. If the publications are part of a series, list them in series order and place a, b, c, etc. after the publication date (e.g. 1994a, 1994b, etc.). If the person served as an editor and/or translator for two or more consecutive citations, the abbreviation "ed." and/or "trans." must appear for each entry. The labels "ed." and "trans." do not affect the order in which citations appear.

**Book by More than One Author or Editor:**

Clandinin, D.J., & Connelly, F.M. (Eds.) (1977). *Shaping a professional identity: Stories of educational practice*. New York: Teachers College Press.

Clandinin, D.J., & Connelly, F.M. (2000). *Narrative inquiry: Experience and story in qualitative research*. San Francisco: Jossey-Bass.

Books by the same authors are listed chronologically, oldest to most recent. Publications by the same primary author or editor and different secondary authors are listed alphabetically by the surname of the second and subsequent authors. An ampersand (&) may be used before the last author's name. Designations, such as "Ed.," "Eds.," and "Trans.," do not affect the alphabetical or chronological listing of citations. Note that words in the title, after a colon, are capitalized.

**In a bibliography or reference section, ALL authors, up to 6, must be listed. For works completed by 7 or more authors, you may list the first 6, followed by et al (and others).**



**Edited and/or Translated Book:**

Augenbraum, H., & Fernandex Olmos, M. (Eds.). (1997). *The Latino reader*. Boston: Houghton Mifflin.

Place the names of the editors in the author's position followed by (Ed.), (Eds.), or (Trans).

**Chapter in an Edited or Translated Book:**

Chow, E.N. (2000). Exploring critical feminist pedagogy: Revelations and confessions about teaching at midlife. In P. Freeman & J. Schmidt (Eds.), *Wise women: Reflections of teachers at midlife* (pp. 197-210). New York: Routledge.

**Place the name of the chapter's or section's author in the author's position.** It is followed by the publication date (in parentheses), and name of the chapter in regular print. After the word "In," list the editor's and/or translator's name (first and last name) followed by the appropriate abbreviation (Ed., Eds. or Trans.). Book title, inclusive page numbers of the material referenced (in parentheses) and publishing information follow.

**Book/Journal Article with Author, Editor, and/or Translator:**

Escobar, Luis. (1998). *The making and unmaking of the third world* (Mary Chenowith, Trans.). Princeton, NJ: Princeton University Press.

Greenberg, J. (1982). *Equity and justice in social behavior* (J. Greenberg & R. Chen, Eds.). New York: McGraw-Hill.

McOwen, Theodore. (2001). *The world's health* (Joyce Brown, Ed. & Henry Wallace, Trans.). Oxford: Oxford University Press.

The name(s) of the editor and/or translator (first and last name followed by the appropriate abbreviation, in parentheses), follow the title of the book.

**Book with No Author or Editor:**

*Roget's 21<sup>st</sup> century thesaurus* (2<sup>nd</sup> ed.). (1999). New York: Barnes and Noble Books.

When the author or editor is unknown, begin the citation with the book title in the author's position. Alphabetize the entry by the first word in the title – ignore articles such as "a," "an," and "the." Do not use the designation "Anonymous" for the author's name!

**Author and Publisher are the Same:**

U.S. Department of Health and Human Services. (1990). *Clinical training in serious mental illness* (AHCPR Publication No. 90-1245). Rockville, MD: Author.

When the name of the author and publisher are the same, use the word 'Author' to designate the name of the publisher. When the location of the publisher is in an unfamiliar place, also note the state or country. You may abbreviate the state or country or spell it out. **Above all, be consistent!**

**Book Published in Revised or Subsequent Editions:**

Gibaldi, Joseph. (1998). *MLA style manual and guide to scholarly publishing*. (2<sup>nd</sup> ed.). New York: Modern Language Association of America.

Place the number of the edition or (Rev. ed.), in regular type, after the title of the book.

**Republished Book:**

Baring, Anne, and Cashford, Jules. (1993). *The myth of the goddess: Evolution of an image*. London: Penguin Books. (Original work published 1991).

Add the original publishing information (in parentheses) after the publication information for this printing.

**Book and Journal Article In Press:**

DeBeech, V.C., & Solbo, B.J. (in press). *Using complementary methods in the field*. Reading, MA: Addison-Wesley Publishers.

Hardy, James. (in press). Volcanic activity in the Pacific. *Environmental Journal of the South Pacific*.

"In press" takes the place of the publication date.

**Manuscript Submitted for Publication (Book or Journal Article):**

Hardeman, Richard. (2004). *Development theory*. Manuscript submitted for publication.

Insert the date of manuscript completion as the publication date and "Manuscript submitted for publication" for the location and name of the publisher.

**Unpublished Manuscript, Not Submitted for Publication:**

Hardeman, R. (1979). *White identity development theory*. Unpublished manuscript.

Insert the date of manuscript completion as the publication date and "Unpublished manuscript" for the location and name of the publisher.

If a university or organization is cited, format as follows:

Greenberg, George. (2001). *Photographic analysis of auras*. Unpublished manuscript. Kellogg University, Damon, IA.

**Report, Pamphlet or Brochure by Agency, Government, or Corporate Author:**

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

Treat this type of citation as you would a book. If available, enter the report or publication number, in parentheses, immediately after the name of the report. If the above citation was a pamphlet or brochure, [Pamphlet] or [Brochure] would appear directly after the publication number.

**Report from the Educational Resources Information Center (ERIC) or National Technical Information Service (NTIS):**

Format as you would a book or a chapter in a book, giving the ERIC Document Reproduction Service No. or the NTIS No., in parentheses, at the end of the entry.

### **Proceedings of Meetings and Symposia:**

Published proceedings of a conference:

Chajes, J.J., Kaliakan, V.N., Holsinger, S., & Meyers, A. J., Jr. (1995). Experimental testing of composite wood beams for use in timber bridges. *Proceedings of the 4<sup>th</sup> International Bridge Engineering Conference* (pp. 371-380). Washington, DC: Transportation Research Board.

Authors' names are followed by the name of the paper included in the proceedings (in lower case and regular type), the name of the symposium or proceedings (capitalized and italicized), inclusive page numbers in parentheses, and publication information.

Unpublished contribution, paper, or poster session to a meeting or symposium:

Roh, Chul-Young. (1999, May). *Defining the rural hospital market and rural hospital competition*. Paper presented at the 74<sup>th</sup> Annual Conference of Western Economic Association International, San Diego, CA.

Note that the title of the paper is italicized and that the month and year of the conference, in addition to the location, are included.

### **Unpublished Master's or Doctoral Thesis:**

Rak, Kimberly. (2003). *Policy and practice of family planning in Mongolia*. Unpublished master's thesis, University of Colorado at Denver.

LeJeune, Noel F. (2002). *Changes in self-directed learning of undergraduate computer science students after experiencing problem-based learning*. Unpublished doctoral thesis, University of Colorado at Denver.

The name of the unpublished thesis is always treated as you would a book title.

### **Published Master's or Doctoral Thesis:**

Chase, D.A. (2000). *Understanding the struggles of Hispanic's affirmative action efforts*. (Doctoral dissertation, University of Newcastle, 2000). *Dissertation Abstracts International*, 60, 581. (UMI No. 16A03).

When the thesis has been accessed from the university and is published in Dissertation Abstracts International, include the university name and year of the dissertation, in parentheses, in addition to the publication information, which is formatted the same as a periodical. If the abstract is obtained from University Microfilms, Inc., also reference the UMI number in parentheses.

### **PERIODICAL/JOURNAL ARTICLE:**

#### **Basic Form:**

Author Surname, First Name. (Publication date). Article title. *Journal Title*, Volume # (Issue #), inclusive pages of material referenced.

Journal with volume and issue numbers:

Bronstein, Janet, & Morrissey, Michael. (1990). Determinants of rural travel distance for obstetrics care. *Medical Care*, 28 (9), 853-865.

Buchanan, A.H. (1986). Combined bending and axial loading in lumber. *Journal of Structural Engineering*, 112 (3), 2592-2609.

The article title is presented in regular type. Only the periodical/journal name and volume number are italicized. The title of the journal is also capitalized. The issue number (in parentheses and regular type) and inclusive page numbers are placed immediately after the volume number.

Journal with volume number only:

Ford, J.K., MacCallum, R.C., & Tait, M. (1986). The application of exploratory factor analysis in applied psychology: A critical review and analysis. *Personnel Psychology*, 39, 291-341.

Journal with issue number only:

Goins, S. (1999). Self-selection and its impact of team diversity and performance. *Performance Improvement Quarterly* (1), 127-147.

### **Newspaper Article:**

Signed Article:

Murray, K. (2003, August 1). The unfortunate side effects of diversity training. *The New York Times*, p. A3, A5.

Author's name is followed by date of article (year, month, and day in parentheses) name of article (in lower case and regular print), newspaper name (capitalized and in italics), and page number(s).

Letter to the Editor:

Korn, Jim. (2005, January 30). How Lincoln should be remembered for his views on slavery [Letter to the editor]. *The Denver Post*, p. E3.

[Letter to the editor] is placed in brackets.

Unsigned Article or Editorial:

Fiscal reform is key to preserving parks. (2005, January 30). *The Denver Post*, p. E6.

Place the title of the article or editorial in the author's position.

### **Magazine Article:**

Wennberg, Albert, & Gittelsohn, Alan. (1982, April). Variations in medical care among small areas. *Scientific American*, 246, 120-134.

Note that the year, month, (and date, if available) are given as the publication date. Article and magazine names are formatted much like journal articles; the volume number is also italicized.

### **Review of Book, Play, Motion Picture, Museum Exhibition, Concert, etc.**

Klein, Julia M. (2004). The looting game. [Review of the book *Stealing history: Tomb raiders, smugglers, and the looting of the ancient world*]. *Archaeology*, 57 (6), 56.

Scham, Sandra. (2004). Hollywood holy land. [Review of the motion picture *The Passion of the Christ*]. *Archaeology*, 57 (2), 62-64, 66.

Place the name of the reviewer in the author's position. A review is formatted much like an article in a periodical with the exception of the bracketed information, which describes the type of review and the name of the piece being reviewed.

## **MOTION PICTURE**

Bruckheimer, Jerry (Producer) & Verginski, Gore (Director). (2004). *Pirates of the Caribbean*. [Motion Picture]. Grenadine Islands: Buena Vista.

Cite the producer or director, or both, in the author's position. After the date of production, list the movie title (italicized and in lower case), [motion picture] in brackets, followed by the country in which the majority of the motion picture was filmed, and the movie studio.

If you want to cite the contribution of the composer, his/her name would appear in the author's position. If the motion picture is of limited distribution, give the name and address of the distributor in parentheses at the end of the citation (e.g. Available from....).

## **RECORDING (Musical and Spoken-word):**

Music:

Holst, Gustav. (1979). *Holst, the planets, op. 32* [Recorded by Adrian Boult]. [CD]. London: EMI Classics. (1993).

The composer's name is followed by the copyright date of the recording, the album title (italicized and in lower case), and the name of the artist if different than the writer [in brackets]. This is followed by the medium of the recording: cassette, CD, LP, etc. [in brackets]; distributor information: the location and label; and recording date (in parentheses) if different from the copyright date. Distributor information is formatted exactly like publishing information.

To cite a selection of a particular work, follow the composer's name with the name of the selection (in regular and lower case print) and the name of the artist if different than the writer [in brackets]. Insert 'On' before the album title (italicized and in lower case) followed by the medium of recording [in brackets], distributor information, and recording date (in parentheses) if different from the copyright date.

Holst, Gustav. (1979). Mercury, the winged messenger [Recorded by Adrian Boult]. *On Holst, the planets, op.32* [CD]. London: EMI Classics. (1993).

Spoken-word:

Hay, Louise L. (1993). *Meditations for personal healing* [CD]. Carson, CA: Hay House, Inc.

Name of speaker is followed by the copyright date of the recording. The title is italicized and in lower case and is followed by the recording medium [in brackets] and distributor information. Add a recording date (in parentheses) if different from the copyright date.

## **PERSONAL COMMUNICATION/INTERVIEW**

Because personal communications and interviews, such as emails, telephone or other conversations, letters, and similar interactions/exchanges cannot be documented, they are not included in the bibliography or reference list. Include them in the text with the name of the person and date contacted. See format below:

(Styles, A.L., personal interview, January 5, 2005)

## **JOURNAL ARTICLES, BOOKS/REPORTS, AND PROCEEDINGS AVAILABLE ON THE INTERNET**

Apply the principles and format as directed above to all citations accessed through the internet. In addition, add the date of retrieval and the web address as shown below.

### Journal Articles:

Heaney, T. (1995). Issues in Freirean pedagogy. *Thresholds in Education*, 12. Retrieved September 20, 2003, from the University of Northern Louisiana website: <http://nlu.nl.edu/ace/Resources/Documents/FreireIssues.html>

### Books/Reports:

Central Intelligence Agency. (2002). *World factbook: Mongolia*. Retrieved February 10, 2003, from the Central Intelligence Agency website: <http://www.cia.gov/cia/publications/factbook/geos/mg.html>

### Proceedings of Meetings or Symposia:

Lindyberg, R.G., Dagher, H., & Bragdon, M. (2001). *Advanced FRP-wood composites in bridge and building applications*. Paper presented at the Proceedings of the Second International Conference on Advanced Engineered Wood Composites. Retrieved May 5, 2002, from the IEEE website: <http://www.ieee/conference/aewc/outline/papers>

See the Publication Manual of the American Psychological Association, 5<sup>th</sup> ed., for more out of the ordinary kinds of citations, e.g. legislative and legal materials, and those not covered in this short list of examples.

## Chicago Style (based on the Chicago Manual of Style, 15<sup>th</sup> ed.)

### BOOKS

#### Basic Form:

Author Surname, First Name. *Book Title*. Location of Publisher: Publisher, Publication Date.

#### Book by Single Author:

Anas, Alex. *Residential Location Markets and Urban Transportation: Economic Theory, Econometrics, and Policy Analysis with Discrete Choice Models*. New York: Academic Press, 1982.

Indent second and subsequent lines of citations. Author's, editor's, or translator's name is followed by the book title (capitalized and italicized) and publication information (location of publisher: name of publisher, and date of publication). Use regular type for words in book titles that would normally be italicized, such as species' names. When location of publisher is in an unfamiliar place, also note the state or country. You may abbreviate the state or spell it out. **Above all, be consistent!**

The use of “**Anonymous**” is to be avoided but may be used if necessary.

#### More than One Book by the Same Author or Editor:

Bateson, M.C., ed. *Competitive Approaches to Healthcare Reform*. San Francisco: Jossey-Bass, 1998.

----- *Composing a Life*. New York: Plume, 1990.

----- *Peripheral Visions*. New York: Random House, 1994.

The 3-em dash (-----) replaces second and subsequent entries of citations by the same author(s) or editor(s), provided they are listed in the same order. Books by the same author(s) are listed alphabetically by book title. Alphabetize the entry by the first word in the title – ignore articles such as “a,” “an,” and “the.” If the person served as an editor and/or translator for two or more consecutive citations, the abbreviation “ed.” and/or “trans.” must appear for each entry. The labels “ed.” and “trans.” do not affect the order in which citations appear.

#### Book by More than One Author or Editor:

Clandinin, D.J., and F.M. Connelly. *Narrative Inquiry: Experience and Story in Qualitative Research*. San Francisco: Jossey-Bass, 2000.

-----, eds. *Shaping a Professional Identity: Stories of Educational Practice*. New York: Teachers College Press, 1999.

Three dashes or hyphens replace second and subsequent entries of citations by the same authors, editors, or translator, provided they are listed in the same order. Books by the same authors are listed alphabetically by book title. Books by the same primary author or editor and different secondary authors (or editors) are listed alphabetically by the surname of the second and subsequent authors. Do not use the 3-em dash in this type of citation. The 3-em dash is never used in combination with other authors' names. When the author is an editor or translator, place a comma after the author's name and follow this with the appropriate lower-case abbreviation (“ed.,” “eds.,” or “trans.”). These designations do not affect the alphabetical listing of the citations. Note that “and” is spelled out and that the names of secondary authors are first name followed by the surname.

**In a bibliography or reference section, ALL authors, up to 10, must be listed. For works completed by 11 or more authors, list the first 7 followed by et al (and others).**

**Edited and/or Translated Book:**

Augenbraum, H. and Olmos M. Fernandez, eds. *The Latino Reader*. Boston: Houghton Mifflin, 1997.

The designation “ed.,” “eds.,” or “trans.” follows the names of the editor(s) or translator.

**Chapter in an Edited or Translated Book:**

Chow, E.N. “Exploring Critical Feminist Pedagogy: Revelations and Confessions about Teaching at Midlife.” In *Wise Women: Reflections of Teachers at Midlife*, edited by P. Freeman and J. Schmidt, 221-235. New York: Routledge, 2000.

**Place the name of the chapter’s or section’s author in the author’s position.** Next is the chapter or section title (capitalized and in regular type with quotation marks). For a chapter in an edited book, place the word “In” in front of the book title (capitalized and italicized). The editor’s name (first name followed by surname), inclusive page numbers of the material referenced, and publication information follow.

**Book/Journal Article with Author, Editor, and/or Translator:**

Escobar, Luis. *Development: The Making and Unmaking of the Third World*. Translated by Mary Chenowith. Princeton, NJ: Princeton University Press, 1998.

Greenberg, J. *Equity and Justice in Social Behavior*. Edited by J. Greenberg and R. Chen. New York: McGraw-Hill, 1982.

McOwen, Theodore. *The World’s Health*. Edited by Joyce Brown. Translated by Henry Wallace. Oxford: Oxford University Press, 2001.

Author’s name is followed by the book title (capitalized and italicized), editor’s and/or translator’s name (first and last name), publication information and date.

**Book with No Author or Editor:**

Roget’s 21<sup>st</sup> Century Thesaurus. 2<sup>nd</sup> ed. New York: Barnes and Noble Books, 1999.

When the author or editor is unknown, begin the citation with the book title in the author’s position. Alphabetize the entry by the first word in the title – ignore articles such as “a,” “an,” and “the.”

**Author and Publisher are the Same:**

U.S. Department of Health and Human Services. *Clinical Training in Serious Mental Illness*. AHCPH Publication No. 90-1245. Rockville, MD: U.S. Department of Health and Human Services, 1990.

Note that the name of the author/publisher is repeated in the publication information. When the location of the publisher is in an unfamiliar place, also note the state or country. You may abbreviate the state or country or spell it out. **Above all, be consistent!**

**Book Published in Revised or Subsequent Editions:**

Gibaldi, Joseph. *MLA Style Manual and Guide to Scholarly Publishing*. 2<sup>nd</sup> ed. New York: Modern Language Association of America, 1998.

Place the number of the edition or “Rev. ed.,” in regular type, after the name of the book title.



**Republished Book:**

Baring, Anne, and Jules Cashford. *The Myth of the Goddess: Evolution of an Image*. London: Penguin Books, 1993. First published 1991 by Viking.

Add the original publication information after the publishing information for this printing.

**Book and Journal Article in Press:**

If the publisher or journal is known:

DeBeech, V.C., and B.J. Solbo. *Using Complementary Methods in the Field*. Reading MA: Addison-Wesley Publishers, forthcoming.

Hardy, James. "Volcanic Activity in the Pacific." *Environmental Journal of the South Pacific* (forthcoming).

"Forthcoming" takes the place of the publication date. It appears in parentheses for journal articles.

**Manuscript Submitted for Publication (Book or Journal Article):**

DeBeech, V.C., and B.J. Solbo. "Using Complementary Methods in the Field." n.d.

The title of the work is capitalized, in regular print and placed in quotation marks. Insert 'n.d.' (no date) in lieu of the publication information and date.

**Unpublished Manuscript Not Submitted for Publication:**

Hardeman, R. "White Identity Development Theory." Unpublished manuscript, 1979.

If a university or organization is cited, format as follows:

Greenberg, George. "Photographic Analysis of Auras." (Unpublished manuscript, Kellogg University, Damon, IA).

**Report, Pamphlet, or Brochure by Agency, Government or Corporate Author:**

National Institute of Mental Health. *Clinical Training in Serious Mental Illness*. DHHS Publication No. ADM 90-1679. Washington, D.C.: U.S. Government Printing Office, 1990.

Format this kind of citation as you would a book, inserting any report or publication number after the report title. Do not italicize the report number.

**Proceedings of Meetings and Symposia:**

Published proceedings of a conference:

Chajes, M.J., V.N. Kaliakin, S. Holsinger, and A.J. Meyers, Jr. "Experimental Testing of Composite Wood Beams for Use in Timber Bridges." *Proceedings of the 4<sup>th</sup> International Bridge Engineering Conference*, 371-380. Washington, D.C.: Transportation Research Board, 1995.

Authors' names are followed by the name of the paper included in the proceedings (capitalized, in regular type and quotation marks), the name of the proceedings or symposium (capitalized and italicized), inclusive page numbers, and publication information.

Unpublished contribution, paper, or poster session to a meeting or symposium:

Roh, Chul-Young. "Defining the Rural Hospital Market and Rural Hospital Competition." Paper presented at the 74<sup>th</sup> Annual Conference of Western Economic Association International, San Diego, CA, May 10-13, 1999.

Author's name is followed by the name of their contribution (capitalized, in regular type and quotation marks). The location and actual date of the conference are noted. No italics are used.

#### **Unpublished Master's or Doctoral Thesis:**

Rak, Kimberly. "Policy and Practice of Family Planning in Mongolia." Master's thesis, University of Colorado at Denver, 2003.

LeJeune, Noel F. "Changes in Self-directed Learning of Undergraduate Computer Science Students after Experiencing Problem-based Learning." Ph.D. diss., University of Colorado at Denver, 2002.

The name of the unpublished thesis is always capitalized between quotation marks and in regular type.

#### **Published Master's or Doctoral Thesis:**

Chase, D.A. *Understanding the Struggles of Hispanic's Affirmative Action Efforts*. Ann Arbor, MI: University Microfilms, Inc., 2000.

Treat the citation for a published thesis as you would a book.

#### **PERIODICAL (JOURNAL ARTICLE)**

##### **Basic Form:**

Author Surname, First Name. "Title of Journal Article." *Journal or Periodical Title* vol. #, issue # (publication date): inclusive page numbers.

Journal with volume and issue numbers:

Bronstein, Janet, and Michael Morrisey. "Determinants of Rural Travel Distance for Obstetrics Care." *Medical Care* 28, no. 9 (1990): 853-865.

Buchanan, A.H. "Combined Bending and Axial Loading in Lumber." *Journal of Structural Engineering* 112, no. 3 (1986): 2592-2609.

Author's name is followed by the article title within quotation marks (capitalized and in regular type), journal title (capitalized, italicized and most commonly spelled out), volume number, issue number (indicate issue with "no."), year of publication (in parentheses), and inclusive page numbers. Note that secondary authors' names are first name followed by surname.

For those journals that have volume numbers only, there is no punctuation between the volume number and the year. See below:

Ford, J.K., R.C. MacCallum, and M. Tait. "The Application of Exploratory Factor Analysis in Applied Psychology: A Critical Review and Analysis." *Personnel Psychology* 39 (1986): 291-314.

For those journals that have issue but no volume numbers, place a comma after the journal name. See example below:

Goins, S. "Self-selection and Its Impact of Team Diversity and Performance." *Performance Improvement Quarterly*, no. 1 (1999): 127-147.

### **Newspaper Article:**

Signed Article, Editorial, or Letter to the Editor:

Murray, K. "The Unfortunate Side Effects of Diversity Training." *New York Times*, August 1, 2003, national edition, sec. A.

Author's name is followed by article name (capitalized and in quotation marks), newspaper name (capitalized and in italics), date, edition, and section, if applicable.

If a letter to the editor does not have a title, use the following example:

Korn, Jim. Letter to the Editor. *Denver Post*, January 30, 2005, early edition, sec. E.

Unsigned Article or Editorial:

*Denver Post*, "Fiscal Reform is Key to Preserving Parks," January 30, 2005, early edition, sec. E.

Place the name of the newspaper (capitalized and italicized) in the author's position. It is followed by the article name (capitalized, in regular print, and quotation marks), date, edition, and section, if applicable.

### **Magazine Article:**

Wennberg, Albert, and Alan Gittelsohn. "Variations in Medical Care among Small Areas." *Scientific American*, April, 1982.

Magazine articles are formatted much like newspaper articles.

### **Review of Book, Play, Motion Picture, Museum Exhibition, Concert, etc.**

Klein, Julia M. (2004). "The Looting Game." Review of *Stealing History: Tomb Raiders, Smugglers, and the Looting of the Ancient World*, by Roger Atwood. *Archaeology* 57, no. 6 (2004): 56.

Scham, Sandra. (2004). "Hollywood Holy Land." Review of *The Passion of the Christ*, by Mel Gibson. *Archaeology* 57, no. 2 (2004): 62-64, 66.

Place the name of the reviewer in the author's position. A review is formatted much like an article in a periodical. Insert 'Review of' (in regular print) followed by the name of the work (capitalized and in italics), its author, director, conductor, etc. Format the rest as you would a periodical.

### **RECORDING (Musical or Spoken-word):**

Music:

Holst, Gustav. *The Planets*, op. 32. London Philharmonic Orchestra. Adrian Boult. EMI 7647482. Compact disc.

The composer's name is followed by the name of his work, the performers (in this case the name of the orchestra and its conductor), the recording company, recording number, and type of recording

(compact disc, audio cassette, or tape recording). If a specific piece of the recording is being cited, the citation would be formatted thus:

Holst, Gustav. "Mercury, the Winged Messenger." *The Planets, op. 32*. London Philharmonic Orchestra. Adrian Boult. EMI 7647482. Compact disc.

If the conductor or other person is to be high-lighted, the citation would be formatted like the following:

Boult, Adrian, cond. *The Planets, op. 32*, by Gustav Holst. London Philharmonic Orchestra. EMI 7647482. Compact disc.

Spoken-word:

Hays, Louise L. *Meditations for Personal Healing*. Read by the author. Carson, CA: Hay House, Inc. Compact disc.

Insert the recording number, if available, between the manufacturer/distributor and the medium of recording.

### **PERSONAL COMMUNICATION/INTERVIEW**

Meier, Ronald. Interview by (full name of interviewer). Denver, CO, September 15, 2004.

Holt, Marianne. Telephone conversation with (full name of author). Colorado Springs, CO, December 3, 2004.

Citations of personal communications and interviews must always begin with the name of the person interviewed or addressed. Addition of brief identifying information (in parentheses) may be added after the person's name. Citations of emails, conversations, and letters may use the same format as that of the telephone conversation above. Most often, these types of communications are noted in the text.

### **JOURNAL ARTICLE, REPORT, AND PROCEEDINGS AVAILABLE ON THE INTERNET**

Apply the principles and format as directed above to all citations accessed through the internet. In addition, add the date of access and the web address as shown below.

Journal Article:

Heaney, T. "Issues in Freirean Pedagogy." *Thresholds in Education* 12 (1995): 12-18.  
<http://nlu.nl.edu/ace/Resources/Documents/FreireIssues.html> (accessed September 20, 2003).

Book/Report:

Central Intelligence Agency. *World Factbook: Mongolia*. 2002.  
<http://www.cia.gov/cia/publications/factbook/geos/mg.html> (accessed July 16, 2004).

Proceedings of Meetings or Symposia:

Lindyberg, R.G., Dagher, H., & Bragdon, M. (2001). "Advanced FRP-Wood Composites in Bridge and Building Applications." Paper presented at the *Proceedings of the Second International Conference on Advanced Engineered Wood Composites*.  
<http://www.ieee/conference/aewc/outline/papers> (accessed May 5, 2002).

See the Chicago Manual of Style, 15<sup>th</sup> ed., for more out of the ordinary kinds of citations, e.g. legislative and legal materials, and those not covered in this short list of examples.

## MLA Style (taken from MLA Style Manual and Guide to Scholarly Publishing, 2<sup>nd</sup> Edition)

### BOOKS

#### Basic Form:

Author Surname, First Name. Book Title. Location of Publisher: Publisher, Publication Date.

#### Book by Single Author:

Anas, Alex. Residential Location Markets and Urban Transportation: Economic Theory, Econometrics, and Policy Analysis with Discrete Choice Models. New York: Academic Press, 1990.

Indent second and subsequent lines of citations. Author's, editor's, or translator's name is followed by the title of the book (capitalized and underlined), and publication information (location of publisher: name of publisher, and date of publication). Use italic type for species' names and the like in book titles. When the location of the publisher is in an unfamiliar place, also note the state or country. You may abbreviate the state or country or spell it out. **Above all, be consistent!**

Never use “**Anonymous**” for the name of the author. See **Book with No Author or Editor** for correct format.

#### More than One Book by the Same Author:

Bateson, M.C., ed. Competitive Approaches to Healthcare Reform. San Francisco: Jossey-Bass, 1998.

- - -. Composing a Life. New York: Plume, 1990.

- - -. Peripheral Visions. New York: Random House, 1994.

Three dashes or hyphens replace second and subsequent entries of citations by the same author(s), editor(s), or translator, provided they are listed in the same order. Citations by the same authors or editors are listed alphabetically by book title – ignore articles such as “a,” “an,” and “the.” If the person served as an editor and/or translator for two or more consecutive citations, the abbreviation “ed.” and/or “trans.” must appear for each entry. The labels “ed.” and “trans.” do not affect the order in which citations appear.

#### Book by More than One Author or Editor:

Clandinin, D.J., and F. M. Connelly. Narrative Inquiry: Experience and Story in Qualitative Research. San Francisco: Jossey-Bass, 2000.

- - -, eds. Shaping a Professional Identity: Stories of Educational Practice. New York: Teachers College Press, 1999.

Three dashes or hyphens replace second and subsequent entries of citations by the same authors, editors, or translator, provided they are listed in the same order. Books by the same authors are listed alphabetically by book title. Books by the same primary author or editor and different secondary authors (or editors) are listed alphabetically by the surname of the second and subsequent authors. Do not use dashes in this type of citation. The dashes are never used in combination with other authors' names. When the author is an editor or translator, place a comma after the author's name, and follow with the appropriate lower-case abbreviation (“ed.,” “eds.,” or “trans.”). These designations

do not affect the alphabetical listing of the citations. Note that “and” is spelled out and that the names of secondary authors are first name followed by the surname.

**For books with more than three authors, you may list all authors or use the abbreviation et al. after the name of the primary author.** Examples follow:

Goldsteen, Raymond, David Falcone, Robert Broyles, Karen Goldsteen, and Bernard Reily. “Local Factors Affecting the Tendency to Bypass Local Hospitals for Inpatient Mental Care: An Exploratory Analysis.” Journal of Rural Health 10.2 (1994): 89-97.

**OR**

Goldsteen, Raymond, et al. “Local Factors Affecting the Tendency to Bypass Local Hospitals for Inpatient Mental Care: An Exploratory Analysis.” Journal of Rural Health 10.2 (1994): 89-97.

**Edited or Translated Book:**

Augenbraum, H., and Olmos M. Fernandez, eds. The Latino Reader. Boston: Houghton Mifflin, 1997.

Place the name(s) of the editor(s) in the author's position, followed by the appropriate designation: “ed.,” “eds.,” and/or “trans.”

**Chapter in an Edited or Translated Book:**

Chow, E.N. “Exploring Critical Feminist Pedagogy: Revelations and Confessions about Teaching at Midlife.” Wise Women: Reflections of Teachers at Midlife. Ed. P. Freeman and J. Schmidt. New York: Routledge, 2000. 197-210.

**Place the name of the chapter's or section's author in the author's position.** This is followed by chapter or section title (capitalized and in quotation marks), book title (capitalized and underlined), name of editor and/or translator (“Ed.” or “Trans.” followed by first and surname), publishing information (location of publisher: name of publisher, date of publication), and inclusive page numbers of the material referenced.

**Book/Journal Article with Author, Editor, and/or Translator:**

Greenberg, J. Equity and Justice in Social Behavior. Ed. J. Greenberg and R. Chen. New York: McGraw-Hill, 1982.

Escobar, Luis. Development: The Making and Unmaking of the Third World. Trans. Mary Chenoweth. Princeton, NJ: Princeton University Press, 1998.

McOwen, Theodore. The World's Health. Trans. Henry Wallace. Ed. Joyce Brown. Oxford: Oxford University Press, 2001.

Author's name is followed by the book title (capitalized and underlined), “Ed.” before editor's name and “Trans.” before the translator's name, publication information and date. If there are both an editor and translator, list them as they are shown on the title page of the book.

**Book with No Author or Editor:**

Roget's 21<sup>st</sup> Century Thesaurus. 2<sup>nd</sup> ed. New York: Barnes and Noble Books, 1999.

When the author is unknown, begin the citation with the book title in the author's position. Alphabetize the entry by the first word in the title – ignore articles such as “a,” “an,” and “the.” Note that the edition number immediately follows the name of the work.

**Author and Publisher are the Same:**

American Association of State Highway and Transportation Officials (AASHTO). Standard Specifications for Highway Bridges. Washington, D.C.: American Association of State Highway and Transportation Officials, 1996.

Note that the name of the publisher is spelled out (no abbreviations!) even though it also appears as the author.

**Book Published in Revised or Subsequent Editions:**

Gibaldi, Joseph. MLA Style Manual and Guide to Scholarly Publishing. 2<sup>nd</sup> ed. New York: Modern Language Association of America, 1998.

Place the number of the edition or “Rev. ed.” immediately after the book title. If there is an editor or translator, place the edition number after his/her name.

**Republished Book:**

Baring, Anne, and Jules Cashford. The Myth of the Goddess: Evolution of an Image. 1991. London: Penguin Books, 1993.

Place the date of the original publishing date immediately after the name of the book. The publishing date of this printing follows the location and name of the publisher.

**Book and Journal Article in Press:**

If the publisher is known:

DeBeech, V.C., and B.J. Solbo. Using Complementary Methods in the Field. Reading, MA: Addison-Wesley Publishers, in press.

Format the citation as you would a book, substituting “in press” for the date.

If the publisher is not known:

DeBeech, B.C., and B.J. Solbo. Using Complementary Methods in the Field. In press.

Substitute “In Press.” for publishing information.

**Manuscript Submitted for Publication (Book or Journal Article):**

Hardeman, Richard. “Development Theory.” Manuscript submitted for publication.

Note that the manuscript name is capitalized, in quotation marks, and **not underlined**. Substitute “Manuscript submitted for publication” for publishing information.

**Unpublished Manuscript Not Submitted for Publication:**

Hardeman, R. "White Identity Development Theory." Unpublished ms., 1979.

Substitute "Unpublished ms." for publishing information. Also include the year of the manuscript's completion. **A good rule for any kind of unpublished material: Enclose the title in quotation marks.**

**Report, Pamphlet, or Brochure by Agency, Government, or Corporate Author:**

National Institute of Mental Health. Clinical Training in Serious Mental Illness, DHHS Publication No. ADM 90-1679. Washington, D.C.: U.S. Government Printing Office, 1990.

Format citation as for a published book, inserting any report or publication number after the report title. Do not underline the report number.

**Proceedings of Meetings and Symposia:**

Published proceedings of a conference:

Mancuso, E.V., and S. B. Oliveras, eds. Behavior of Composite Timber-concrete Beams. Proceedings of the First RILEM Symposium on Timber Engineering, May, 2002. Cachan, France: RILEM, 2003.

Authors' or editor's names are followed by the name of the paper included in the proceedings. Underline the title of the publication, followed by the name of the proceedings and its date. End with publishing information and the date.

Published presentation in the proceedings:

Chajes, J.J., V.N. Kaliakan, S. Holsinger, and A.J. Meyers, Jr. "Experimental Testing of Composite Wood Beams for Use in Timber Bridges." Proceedings of the 4<sup>th</sup> International Bridge Engineering Conference, Washington, D.C., 17-21 February 2001. Ed. Peter Potter. Washington, D.C.: Transportation Research Board, 2001.

Treat this type of citation as you would a chapter in a book.

Unpublished contribution, paper, or poster session to a meeting or symposium:

Roh, Chul-Young. "Defining the Rural Hospital Market and Rural Hospital Competition." Paper. 74<sup>th</sup> Annual Conference of Western Economic Association International, San Diego, CA. 10 May 1999.

Note that the date, month, and year of the conference, in addition to the location, are included in this type of citation.

**Unpublished Master's or Doctoral Thesis:**

Rak, Kimberly. "Policy and Practice of Family Planning in Mongolia." Master's thesis, University of Colorado at Denver, 2003.

LeJeune, Noel F. "Changes in Self-directed Learning of Undergraduate Computer Science Students after Experiencing Problem-based Learning." Diss., U of Colorado at Denver, 2002.



**Published Master's or Doctoral Thesis:**

Chase, D.A. Understanding the Struggles of Hispanic's Affirmative Action Efforts. Diss., University of Newcastle, 2000. Ann Arbor: UMI, 2000. (16A03)

Format a published thesis as you would a book. Include whether it was a master's thesis or diss. (dissertation), the awarding university and the year awarded before the publishing information. If the thesis is recorded at University Microfilms, Inc. (UMI), include the UMI number in parentheses at the end of the citation.

**PERIODICAL (JOURNAL ARTICLE)**

**Basic Form:**

Author Surname, First Name. "Article Title." Journal or Periodical Name Vol. #.Issue# (Publication Date): inclusive page numbers of the material referenced.

Bronstein, Janet, and Michael Morrisey. "Determinants of Rural Travel Distance for Obstetrics Care." Medical Care 28.9 (1990): 853-865.

Buchanan, A.H. "Combined Bending and Axial Loading in Lumber." Journal of Structural Engineering 112.12 (1986): 2592-2609.

Author's name is followed by article title (capitalized and in quotation marks), journal name (capitalized and underlined), volume number, issue number, year of publication, and inclusive page numbers. For those journals that have only an issue number, treat the issue number as the volume number.

**Newspapers:**

Signed Article:

McPherson, Doug. "Key Colorado Industries Growing Jobs." Denver Post 30 Jan. 2005, early ed.: 1G.

Author's name is followed by article title (capitalized and in quotation marks), newspaper name (capitalized and underlined), date (day, month, and year), edition: and page number(s).

Unsigned Article:

"Paint Company Loses Critical Asbestos Suit." Denver Post 24 Oct. 2004, late ed.: 18A.

Place the name of the newspaper article in the author's position. Alphabetize the entry by the first word in the article title – ignore articles such as "a," "an," and "the."

Signed Editorial:

Shimbu, Asahi. "Greenhouse Gas Must Be Watched." Editorial. Denver Post 20 Feb. 2005, early ed.: 3E.

Unsigned Editorial:

"Fiscal Reform is Key to Preserving Parks." Editorial. Denver Post 30 Jan. 2005, early ed.: 6E.

If no author's name is given, place the name of the article in the author's position. Alphabetize the entry by the first word in the article title - ignore articles such as "a," "an," and "the."

Letter to the Editor:

Korn, Jim. Letter. Denver Post 30 Jan. 2005, early ed., 3E.

**Cartoon:**

Untitled:

Toles, Tom. Cartoon. Rocky Mountain News [Denver] 30 Jan. 2005:7E.

When the city of publication does not appear in the newspaper's name, insert it [in brackets] immediately after the name of the newspaper.

Titled:

Keefe, Mike. "Exit Strategy." Cartoon. Denver Post 30 Jan 2005:6E.

**Magazine Article:**

Wennberg, Albert, and Allan Gittelsohn. "Variations in Medical Care among Small Areas." Scientific American Apr. 1982, 16-20.

Format like a newspaper article.

**Review of Book, Play, Motion Picture, Museum Exhibition, Concert, etc.:**

Klein, Julia M. "The Looting Game." Rev. of Stealing History: Tomb Raiders, Smugglers, and the Looting of the Ancient World, by Roger Atwood. Archaeology 57.6 (2004): 56.

Leubsdorf, Carl P. "Uneasy Alliance Changed a Nation." Rev. of Judgment Days: Lyndon Baines Johnson, Martin Luther King, Jr., and the Laws that Changed America, by Nick Kotz. Denver Post 20 Feb. 2005, early ed.: 13F.

Scham, Sandra. "Hollywood Holy Land." Rev. of The Passion of the Christ, dir. Mel Gibson. Archaeology 57.2 (2004):62-64+

Place the name of the reviewer in the author's position. After the article title (capitalized and in quotation marks), insert "Rev. of" before the title of the book, play, motion picture, etc. being reviewed, and it's author or director. Conclude the citation with the name of the periodical or newspaper and the appropriate format. If no reviewer's name is given with the article, begin the citation with "Rev. of" followed by the appropriate information. Alphabetize by the name of the reviewed piece.

## MOTION PICTURE

Pirates of the Caribbean. Screenplay by Ted Elliott and Terry Rossio. Dir. Gore Verginski. Prod. Jerry Bruckheimer. Perf. Johnny Depp, Geoffrey Rush, Orlando Bloom, and Keira Knightley. Buena Vista, 2004.

Unless citing the contribution of a specific person (director, performer, composer), begin with the movie title (capitalized and underlined), followed by the director, distributor and year of release. You may include screenplay personnel, producer, and performers if desired.

If, for instance, you were citing the contribution of the composer, the citation would be as follows:

Badely, Klaus, composer. Pirates of the Carribean. Dir. Gore Verginski. Buena Vista, 2004.

## RECORDING (Musical or Spoken-word):

Music:

Holst, Gustav. The Planets, Op. 32. London Philharmonic Orchestra. Cond. Adrian Boult. EMI, 1993.

The composer's name is followed by the name of his/her work, the performers (in this case the name of the orchestra and its conductor), the recording company, and the date of release. You may also include the date of the recording immediately after the title (Rec. day-mo.-year). If the medium of the recording is **not** a compact disc, indicate whether it is an audiocassette, audiotape, or LP (long-playing record) before the recording company's name. Use a period after the identity of the medium.

Use quotation marks for a specific song or piece being cited.

Holst, Gustav. "Mercury, the Winged Messenger." The Planets, Op. 32. London Philharmonic Orchestra. Cond. Adrian Boult. EMI, 1993.

If the conductor or other person is to be high-lighted, the citation would be formatted thus:

Boult, Adrian, cond. The Planets, Op. 32. By Gustav Holst. London Philharmonic Orchestra. EMI, 1993.

Spoken-word:

Hay, Louise L. Meditations for Personal Healing. Read by the author. Hay House, Inc., 1993.

Begin with the name of the person being cited (author or production director), followed by the capitalized and underlined name of the work. You may also include the date of the original publication immediately after the title. If the medium of the recording is **not** a compact disc, indicate whether it is an audiocassette, audiotape, or LP (long-playing record) before the recording company's name. Use a period after the identity of the medium.

## PERSONAL COMMUNICATION/INTERVIEW

George, Timothy. Personal interview. 13 July 2002.

Holt, Marianne. Letter (email, memo) to the author. 3 Dec. 2004.

Citations of personal communications and interviews must always begin with the name of the person interviewed or addressed. Use the format above for letters, conversations, emails, and memos.

### **MAP OR CHART**

Milwaukee, WI. Map. Chicago: Rand McNally, 2003.

Treat a map or chart like an anonymous book, adding the description (e.g., map, chart) after the title.

### **JOURNAL ARTICLE, REPORT, AND PROCEEDINGS AVAILABLE ON THE INTERNET**

Apply the principles and format as directed above to all citations accessed through the internet. In addition, add the date of access and the web address as shown below.

Journal Article:

Heaney, T. "Issues in Freirean Pedagogy." Thresholds in Education 12 (1995). 20 Sept. 2003  
<<http://nlu.nl.edu/ace/Resources/Documents/FreireIssues.html>>.

Book/Report:

Central Intelligence Agency. World Factbook: Mongolia. Langley, VA: Central Intelligence Agency, 2002. 16 July 2004 <<http://www.cia.gov/cia/publications/factbook/geos/mg.html>>

Proceedings of Meetings or Symposia:

Lindyberg, R.G., H. Dagher, and M. Bragdon. "Advanced FRP-Wood Composites in Bridge and Building Applications." Paper presented at the Proceedings of the Second International Conference on Advanced Engineered Wood Composites. 2001. 5 May 2002  
<<http://www.ieee/conference/aewc/outline/papers>>

See the MLA Style Manual and Guide to Scholarly Publishing, 2<sup>nd</sup> edition, for more out of the ordinary kinds of citations, e.g. legislative and legal materials, and those not covered in this short list of examples.