

## Graduate Education

# Thesis Guide

### General Guidelines:

- This guide is to be used with the formatting information provided by UMI Administrator.
- In case of variation, the guidelines stated here supersede those from UMI Administrator.
- If you have a single file (thesis or supplementary file) that is over 1000 MB, please contact Dr. Libby Tronnes at [ltronnes@bradley.edu](mailto:ltronnes@bradley.edu) or 309-677-2823.
- See the [Proquest UMI Resources and Guidelines](#) before making a decision on copyright and publication.

### Basic Guidelines: See Proquest/UMI Formatting and Font Guide for Details

- All fonts must be embedded.
- All margins must be 1 inch.

### Footnotes:

- Footnotes may be single-spaced.
- Footnotes for each chapter are usually numbered consecutively.
- Follow the preference of your major department when deciding the location of citations or notes: at the bottom of the page (footnotes), grouped at the ends of the chapters (endnotes), or grouped at the end of the thesis.

### Bibliography or Works Cited Page:

- The bibliography or works cited page should meet your major department's style requirements, which often conform to the leading journals or book series of the field.

### Appendices:

- Unusual or supplementary materials, such as questionnaires or copies of photographs, may be put into appendices.
- The appendix must be consecutively paginated with the text.
- The margins of the appendix must conform to the standards for the rest of the thesis.

## **Title Page:**

- The thesis title page follows the format of the sample below.
- The title page is not numbered, but it is considered as page i.

### **Sample Title Page**

Title
by
Patricia E. Smith
A thesis submitted to the Department of Psychology in Graduate Education at Bradley University in partial fulfillment of the requirements for the Master's degree.
Peoria, Illinois
2012

## **Approval/Signature Page:**

- This page must include the signatures of your thesis committee.
- The approval page follows the format of the sample below.
- This page is not numbered or counted in the pagination.
- This page must immediately follow the title page.

### **Sample Approval Page**

This Thesis for the M. A. Degree by Patricia E. Smith has been approved April 1, 2012
_____ Chair, Thesis Committee
_____ Thesis Committee
_____ Thesis Committee
_____ Chair, Dept. of Biology