

**THE
UNIVERSITY OF ILLINOIS
AT
CHICAGO**

GRADUATE COLLEGE



THESIS MANUAL

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INTRODUCTION

The quality of a master's thesis or doctoral dissertation is determined by the graduate student, the student's advisor, and the thesis or dissertation committee. The Graduate College has developed this manual to aid the student and advisor in the presentation of the work in a format that is acceptable as a scholarly publication of the College. This is a consensus document. As such, these guidelines are designed to provide enough flexibility to meet the needs of each of the disciplines of the College while maintaining a style that is consistent for all theses and dissertations developed at the University of Illinois at Chicago.

TO THE STUDENT

The traditional academic finale for graduate work is the presentation of a doctoral dissertation or master's thesis (hereafter both will be referred to as thesis unless otherwise specified). The thesis serves as evidence that students have performed significant and acceptable research and/or scholarly work in their fields. Further, the thesis is a public and permanent communication of that effort for the edification of anyone interested in the field. It may stand on its own or it may serve as the starting point for additional study. The preparation of a thesis should thus be a source of pride not only for you, the student, but for the Graduate College as well. It should be as carefully written and edited as any other book in the library. The Graduate College, as the repository of the thesis, has a responsibility to ensure that certain standards of clarity, form, and suitable communication are met before accepting the thesis as final. You, as author, have to assume primary responsibility for both the content and the format of the thesis, however, your department is responsible for checking and verifying the format before the thesis is submitted to the Graduate College. You must be fully aware of the expectations of all aspects of the Graduate College guidelines. There are, of course, several possible means of communicating the same information depending on the nature of the information and the particular biases of the communicator. It is the purpose of these guidelines to assist you, regardless of field, in the preparation of a thesis that is consistent with high standards of appearance and communication. They are not meant to be restrictive or obstructive, but rather to ensure that there is a constancy of excellence over time and across the diverse areas of graduate scholarship within the Graduate College. It is hoped that these guidelines will apply to nearly all theses. Special problems can and do arise which cannot be solved by these guidelines. You are encouraged to discuss such problems with your thesis advisor when you begin to write your first draft, before you invest time and energy on a solution that may prove to be unacceptable. It is our intent to be helpful in achieving what should be one of your most rewarding goals in graduate studies.

TO THE ADVISOR AND DIRECTOR OF GRADUATE STUDIES

The purpose of this publication is to assist students in the preparation of their theses. It is also a guide for those who assist with the compilation or typing of information and who may not have had experience in thesis preparation. **It is not intended as rigid sets of rules that must be adhered to under all circumstances. There are many styles that are appropriate to particular disciplines and style manuals are available for those disciplines.** The American Chemical Society and the American Psychological Association are but two such examples. Style manuals such as Turabian, MLA Style Manual, and the University of Chicago Style Manual are more general in nature.

Please bear in mind that a thesis is a permanent record of the scholarly work performed by a student as a requirement for an academic degree awarded by this University. Its appearance and quality of workmanship are a reflection on you as well as on the student and the University. It is thus your responsibility to see to it that what is to go on public display in the Library or in University Microfilms is of the highest standard. It is in your role as editor for content, style, and correct grammar that this manual will be most useful. You must act as the primary reviewer for the Graduate College.

There are a number of technical aspects of any thesis that must be considered due to how the thesis will be used in the future. First, since it will be stored as a book in the Library, binding margins must be adequate and photographs must be permanently attached. In addition, the paper must be of sufficient quality to last many years.

An old adage says "parenthood and proofreading are two obligations which cannot be delegated." You should encourage your students to meet the latter. The Graduate College does not provide proofreading services. The program (thesis advisor and/or Director of Graduate Studies) must check both content and format of the thesis. The Graduate College review is limited to certain aspects of format only (e.g. Title Pages) and technical quality (paper quality, etc.).

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GENERAL INFORMATION AND DEADLINES

1. **Program Responsibilities for Editing and Format**

The Graduate College has ultimate responsibility for the quality of the thesis. It has delegated the responsibility for quality control of content, most aspects of format, choice of style, proofreading, grammar (including word divisions and abbreviations), underlining, references and citations, etc., to the graduate program. Unless a program has provided an alternative mechanism, the primary responsibility for this review must be assumed by the advisor. The thesis advisor is the closest representative of the Graduate College to the student. S/He is the best person to function as the primary editor.

Non-traditional theses (poems, stories, collections of published papers, etc.) should follow the traditional thesis format as closely as possible.

2. **Graduate College Responsibilities for Editing and Format**

Graduate College review is limited to certain aspects of format only. The program reviews and approves most aspects of format before the thesis is submitted to the Graduate College. Specifically, the Graduate College will collect two copies of the thesis and check for/review the:

- A. **Departmental/Program Format Approval Form.**
- B. Manila envelopes that hold the thesis.
- C. **Thesis/Dissertation Student Information Label** (available from Graduate College).
- D. **Examination Report** for defense (if not previously submitted to Graduate College).
- E. **Certificate of Approval** ("red border page").
- F. Title Page.
- G. Paper size and quality.
- H. Print size and quality.
- I. Spacing (double-spaced text) and margins for binding.
- J. Abstract, separate from dissertation (doctoral only).
- K. **Survey of Earned Doctorates** form (doctoral only/optional, although strongly encouraged—available from Graduate College and Graduate College website).
- L. **Dissertation Publishing Agreement**, formerly titled **Microfilm Agreement Form** (doctoral only—available from Graduate College and Graduate College website), including payment for copyright (optional) and ordering bound copies of dissertation (optional).
- M. Microfilm fee receipt from UIC-Student Financial Services (pay the cashier in the Marshfield Building), photocopy (doctoral only).

3. **Protocol Approval**

Federal regulations require that any research which involves the use of either human subjects or animals be approved by the Institutional Review Board (IRB) or the Animal Care Committee (ACC). The regulations are all-inclusive in that surveys, interviews, pre-existing data and human tissues obtained for non-research purposes require review by the IRB before the research can be done. If the work is completed without IRB or ACC approval, it cannot be published, even as a thesis. Copies of the IRB or ACC approval must be included in the appendix of the final draft of the thesis submitted for review by the Graduate College. It is University policy that theses which are not in compliance with the Office for the Protection of Research Subjects (OPRS) will not be accepted for fulfillment of graduation requirements. For further information, see <http://www.uic.edu/depts/ovcr/oprs/> or contact OPRS at 996-1711, Room 203, Administrative Office Building.

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4. **Thesis Committee**

Students should select their committee members early in their research program. Selection guidelines set by their specific department and the Graduate College must be followed (see <http://grad.uic.edu/cms/?pid=1000025>, or the current Graduate Catalog under "Degree Requirements - Master's Degrees," or ". . . - Doctoral Degrees"). The **Committee Recommendation Form** (fillable online at <https://grad.uic.edu/cms/?pid=1000363>) for the proposed final examination committee must be submitted to the Graduate College for approval no later than three weeks before the date of the final examination (thesis defense) (see page 20). After the Graduate College approves the proposed committee, an **Examination Report** form (see page 21) and two **Certificate of Approval** forms (red bordered page, see page 22) will be sent to the student's program for use at the defense.

5. **Thesis Format Approval By Student's Program**

After the thesis has been defended and approved by the student's committee, it first must be submitted to the program for format approval. The thesis must include two original **Certificate of Approval** forms (see page 22) and the **Department/Program Format Approval** form (see page 23) at this time. Students are strongly encouraged to take questions of format to their program as soon as a first draft is initiated.

6. **Submission of Final Approved Thesis to the Graduate College**

After the program approves the format of the defended thesis, the student must submit two copies of the final, corrected thesis to the Graduate College by the deadline for final approved thesis submission, as published for that term (see page 18 for additional material required by this deadline). Early submission is critical for international students or anyone who will not be on campus, as the Graduate College may need approximately three weeks to review the submitted thesis. Expect delays if you submit near the deadline.

7. **Filing for Graduation**

Students must file for graduation using the online electronic submission **Intent to Graduate (Pending Degree List)**. For instructions and form, see <https://grad.uic.edu/cms/?pid=1000363> or <http://ossorawebprod2.admin.uillinois.edu/webforstudent/academics3.asp>. The deadline to submit your graduation request is the Friday of the third week (second week for Summer Session) of the term of which you intend to graduate.

TECHNICAL INFORMATION

These guidelines may be used for the preparation of theses from any discipline within the Graduate College. Other recognized authorities such as APA or ACS may be used but must be adhered to throughout the thesis. Regardless of style, all theses should attempt to meet certain uniform standards of the College and the technical criteria indicated in these guidelines by an asterisk (*). The technical criteria that do not have an asterisk are optional and may be replaced by another recognized style. Those criteria that will be examined by the Graduate College staff are indicated by (GC).

* 1. **Paper (GC)**

White paper, 8 1/2 x 11 inches, must be used. All thesis copies must be on 20- to 24-pound white bond paper of consistent brand, quality, color, and texture. Onionskin, erasable or photocopy paper are not acceptable. Paper with punched holes of any kind is not acceptable, nor is perforated paper. The use of paper that does not meet stated requirements is sufficient reason for requiring the thesis to be recopied. The thesis is to be printed on only one side of the paper. The thesis should not be bound, and each copy must be submitted loose (unbound) in envelopes as described on page 18.

* 2. **Font, Point, and Print Quality (GC)**

Print must be clear and distinct with clean, sharp letters, and even blackness throughout. The same typeface is to be used for all pages of the thesis except where italics are appropriately used. Typeface for text may not be less than 8 points and not exceed 12 points; typeface for headings may not exceed 12 points. Dot matrix type that is not "letter quality" is not acceptable.

* 3. **Spacing**

- A. Double space: general text **(GC)**
- B. Single space: TABLE OF CONTENTS, tables (except short tables which may be double spaced to improve appearance), long quotations, footnotes, figure legends. Other accepted disciplinary practices may be used.
- C. Appendices may be either single or double spaced.

No "widows" or "orphans" are allowable. A widow is a single line of text at the top of a page; an orphan is a single line of text at the bottom of a page. You must have at least two lines of text at the top and bottom of a page, even if a new paragraph or subsection follows directly. Most word processing packages can automatically prevent the creation of widows and orphans in the set-up or format of the document.

* 4. **Correction of Errors (GC)**

Erasures, the use of correction fluid, interlinear corrections, those made by hand, or by strikeover, are not acceptable.

* 5. **Margins**

All pages must have margins of at least one inch on the left side (the binding side), and no less than one-half inch on the other three sides, except when legends are placed on the left-hand page (see page 43 for an example). In that situation, the one inch margin should be on the right-hand side. Wider margins may be used.

Material placed lengthwise (landscape) on the page is printed so that its width is the length of the page. It should be placed in the manuscript so that the top line of the type is 1" from the bound edge of the page (see pages 41 and 47).

* 6. **Pagination**

Preliminary (pretext) pages (except the title page) are numbered consecutively at the center bottom of each page within the typing area of the page, using lower case Roman numerals and not followed by a period or enclosed in hyphens or parentheses. Arabic numerals are used, beginning with number 1 on the first page of the text and continuing throughout the rest of the thesis, including

the CITED LITERATURE, BIBLIOGRAPHY, and VITA. The first page of the chapter or major section should be numbered in the center of the bottom of the page and all the other numerals must be in the upper right-hand corner within prescribed margins (see ILLUSTRATIONS, FIGURES, and SCHEMES for exceptions). Every page must be numbered consecutively, including appendices, diagrams, figures, and tables.

Page numbers must be inside the prescribed typing space, (i.e., numbers must be at least one-half inch (2") inside the paper edges) and not followed by a period or enclosed in hyphens or parentheses. Two blank lines should appear between the page number and the text at the top of the page; two blank lines should precede the page number when the number appears at the bottom of the page (as in the beginning of chapters).

PRELIMINARY PAGES

Note: The name of the author, title of thesis and punctuation as approved by the Graduate College will appear on the **Certificate of Approval**. The author's name and title of thesis must appear on the thesis title page, abstract, vita and envelopes used to submit the thesis, exactly as they appear on the **Certificate of Approval**. At least one given name (first or middle, etc) must be spelled out in full in addition to the family name (surname). No titles, such as RN, MD, etc., other than the degree being earned may be used on the title page.

* 1. Certificate of Approval ("red border page") (GC)

Two copies of the **Certificate of Approval** (see page 22) are printed by the Graduate College when the committee for the thesis defense is approved. The candidate's name and the title of the thesis (wording and punctuation) are taken from the **Committee Recommendation Form** (see page 20), as completed by the student, advisor, or program support staff. Since the student's name and thesis title must be identical to the title pages in the thesis finally submitted, the student should be certain that the information on the **Committee Recommendation Form** is what is desired, at the time the form is sent to the Graduate College. A page number is *not* printed on the **Certificate of Approval** although it is considered the first preliminary page (i). The date of the student's successful defense should be written legibly on the **Certificates of Approval**. At that time the examining committee signs in the spaces provided. **Certificates of Approval** must not contain any corrections or cross-outs whatsoever.

* 2. Thesis Title and Title Page (GC)

A. Thesis Title

The title should not contain abbreviations (including scientific, mathematical, or chemical names or symbols, whenever possible). Dissertation Abstracts guidelines recommend the use of word substitutes for formulas, symbols, superscripts, subscripts, Greek letters, etc., in the title. Abbreviations such as CPR, VD or COPD should be avoided for both masters and doctoral theses. Length of title may not exceed 105 characters including spaces. (See the **Certificate of Approval** section above for information on the thesis title and author's name on the **Committee Recommendation Form**.) The thesis title should be mixed-cased (see example on page 25).

B. **Format of Title Page**

The title page is page ii, but it does not receive a page number (see page 25). Other preliminary pages follow in the order listed below, the first actually numbered is page iii and all others follow consecutively. All preliminary pages except the **Certificate of Approval** and title page must be sequentially numbered in lower case Roman numerals. The spacing and format of the title page should follow the example given on page 25.

C. **Fall Semester Theses**

If the deadline for thesis submission to the Graduate College for format approval for a fall semester is not met, the title page must use the following year as the date, since the degree will be awarded in the spring semester of the next year.

D. **Number of Copies of the Title Page**

For master's thesis, four (4) copies of the title page are required (one for each copy of the thesis and two additional separate copies); for doctoral dissertations, five (5) copies of the title page are required (one for each copy of the dissertation and three additional separate copies).

* 3. **Dedication (optional) (if used, page number iii)**

The dedication contains no special heading; see example on page 26.

* 4. **Acknowledgments (optional)**

An ACKNOWLEDGMENTS page may be included in a preface (see below), or it may stand alone. It is a brief note of appreciation for assistance given the candidate in the research and preparation of the thesis. The word ACKNOWLEDGMENTS should be centered at the top of the page. About five lines below the last line of the acknowledgments, beginning 1" from the right-hand margin, the initials of the author should be given, all in capital letters, with no space or punctuation between them, e.g., ABC (see page 27). Continuing pages must be headed also, e.g., ACKNOWLEDGMENTS (continued), if this section is longer than one page.

* 5. **Preface (optional)**

A PREFACE may contain the author's statement of the purpose of the study, or special notes to the reader. Continuing pages must be headed, PREFACE (continued), if this section is longer than one page. An acknowledgement may be included in the Preface, or may have a separate section (see above).

* 6. **Table of Contents**

Each entry shown should have a page number with leader dots from entry to page number that should flush right to the right margin. The heading TABLE OF CONTENTS should be centered and capitalized. The divisions shown in the table of contents must agree, in wording and style, with the divisions in the text. The preliminary pages should not be shown in the TABLE OF CONTENTS. Roman numerals are used to designate chapters. Main headings should be shown in capital letters both in the TABLE OF CONTENTS and in the text headings. APPENDICES and the VITA should be shown in the TABLE OF CONTENTS. Note that no titles are shown with the listing of appendices (see examples on pages 29 and 30). Continuing pages must be headed, TABLE OF CONTENTS (continued), if the table of contents is longer than one page.

* 7. **List of Tables**

When tables are used, a LIST OF TABLES should be placed on a separate page immediately following the TABLE OF CONTENTS. Center and position the heading, LIST OF TABLES, in the same manner as the TABLE OF CONTENTS including leader dots. Table numbers should be presented in Roman numerals, e.g., TABLE I, TABLE II, etc., and table titles in capital letters. If the title is longer than one line, it should be single spaced, with double spacing between titles (see page 31). The complete table title must be shown. Appendices which are actually tables must be listed here as sequentially numbered tables. Continuing pages are headed, LIST OF TABLES (continued), if the list of tables is longer than one page.

* 8. **List of Figures**

When figures, process flow charts, metabolic pathways or similar schematics are used, a LIST OF FIGURES should be shown on a separate page immediately following the LIST OF TABLES. Center and position the heading, LIST OF FIGURES. Figure numbers should be presented in Arabic numerals. Each figure or illustration must have a legend or title, with leader dots to a page number. The figure legend is presented in lower-case letters except for the first letter of the first word, which is capitalized (see page 32). Either the full legend may be used or an abbreviated, adequately descriptive legend may be used. Continuing pages are headed, LIST OF FIGURES (continued), if the list of figures is longer than one page.

* 9. **List of Abbreviations or Nomenclature**

If more than three abbreviations of words or phrases which are not in common usage are used in the texts, e.g., ATP, COPD, a LIST OF ABBREVIATIONS (also called nomenclature) must be included (see page 33). Continuing pages must also be labeled as above, if the list is longer than one page.

* 10. **Summary**

All theses, masters and doctoral, must have a SUMMARY. Continuing pages must be headed with SUMMARY (continued), if the summary is longer than one page. Doctoral candidates must also submit an abstract (see page 51) that is *not* included in the thesis, in addition to the SUMMARY (see page 34, and below).

* 11. **Abstract (doctoral-degree candidates only) (GC)**

The abstract is not a part of the dissertation, but is submitted separately, with the dissertation. The abstract must be typed using the same margins as the dissertation (see page 3), double spaced, and must not exceed 350 words (maximum 2,450 typewritten characters, including spaces and punctuation). In an average abstract, there will be about 70 characters per line with a maximum of 35 lines. Mathematical formulas, diagrams, and other illustrative materials are not recommended for inclusion. The abstract is *not* paginated.

The abstract heading should include only the title (single spaced), author, major department, institution, year that the degree is to be conferred, location, and chairperson of the dissertation. **Do not** title this document "Abstract". The heading is *not* included in the word count of the double spaced text (see example on page 51 for spacing of heading).

Fall Semester Theses: If the deadline for thesis submission to the Graduate College for format approval for a fall semester is not met, the abstract must use the following year as the date, since the degree will be awarded in the spring semester of the next year.

PUBLISHED FIGURES AND TABLES

Tables and figures may be copied directly from published documents only with the permission of the holder of the copyright, usually either the author or the professional society responsible for the publication of the journal. It is not enough to simply cite the source; a letter of permission must accompany the thesis. See page 52 for a sample letter.

TEXT

The text is the main body of the thesis in which the problem is stated, methods described, results presented, analyzed and discussed, findings interpreted and conclusions reached. An introduction is optional. If an introduction is used, it becomes Chapter 1. The organization of the text will vary with different subjects, but a consistent style should be followed. Each chapter must begin on a new page. If a thesis is in two or more distinct parts, the CITED LITERATURE may follow each part. The first page of the text is page 1, numbered at the bottom center of the page (see Pagination, Number 6, page 3).

* 1. Illustrations and Figures

Illustrative materials may be figures, drawings, charts, diagrams, photographs, process flow charts, metabolic pathways, and if necessary, other items which may be approved by the Graduate College. Illustrations may be used whenever necessary. An illustration should be separated from the text both above and below by approximately five (5) single-spaced lines, or placed on a separate page, depending on the size of the illustration. If the illustration is too large to immediately follow the part of the text relating to it, the text should be continued and the illustration placed on the page that follows. This is particularly important in doctoral theses, which are microfilmed. Since glossy prints often do not microfilm well, matte finish prints are recommended. Scanned images and photographs printed from a computer are also acceptable. Photographs, if used, must appear in both copies of the thesis.

Multi-part figures, e.g., Figure 1A, 1B, etc., may be nested vertically or horizontally on the page and labeled Figure 1 with a legend that covers all parts of the figure. Separate figures, e.g., Figure 1 and Figure 2, must appear vertically on the page and may, or may not, be separated by text. Separate figures are never organized horizontally nor are they integrated with partial lines of text.

The legend and page number must be in the same typeface as the rest of the thesis; reduction of that typeface is not acceptable. Also, the legend cannot be copied with the illustration; original printing must be used for the figure legend. The illustrations should be numbered consecutively throughout the thesis, with Arabic numbers, i.e., Figure 1, Figure 2, etc. Figures are to be identified by numeral only. Do not use designations such as Figure 1A, 1B except when referring to specific portions of a figure in the text. Figures may be set up with A and B parts.

When referring to figures in the text that are shown in the Appendices, use the following style: Figure 8, Appendix A.

A. **Size**

Preferably, drawings should be designed so that the figure number and legend can be placed on the same page within the prescribed margins with the figure legend appearing below the figure. If this is not possible, a page may be inserted between the text and illustration and the legend typed on a separate blank page facing the illustration (see pages 43, 44 and 45).

Lettering and lines that cannot be typed on illustrations should be inserted neatly with black, indelible ink. Chemical structures need not be labeled as figures (see Formulas and Equations, page 10). Figure legends are to be as brief as possible; the extensive description should appear within the text. Color is not recommended for distinguishing features in figures; cross-hatching is the preferred method. Also, color photographs are not recommended unless absolutely necessary.

B. **Oversize illustrations**

Illustrations larger than page size must be reduced to fit within prescribed thesis margins.

C. **Smaller illustrations**

Illustrations smaller than page size should be mounted on the same paper as is used for the rest of the thesis. Such illustrations should be firmly mounted and dried under pressure to prevent curling of paper. Photographs must be firmly attached by "dry mounting." Photo mounting corners, tape, or staples cannot be used. If photographs are used, actual photos must be included in both Graduate College copies of the thesis.

D. **Figure pagination**

The illustration page and the legend page (if one is used) are numbered consecutively within the text. When the legend faces the illustration, the right side of the legend page (the binding side) must be 1", and the page number must be placed in the upper left-hand corner of the page on which the legend appears. The page carrying such a legend must be left blank on the reverse side (see pages 43, 44 and 45). If illustrations have several overlays, the overlays must be numbered as additions to that page, i.e., 36a, 36b, etc.

E. **Footnotes to figure legends**

Footnotes to figure legends must be identified by superscript lower case letters or Arabic numerals. Footnotes that are longer than one line should be single-spaced, however, a double space must be used between each footnote. Only one footnote can be placed on a single line. Footnotes longer than five lines should be avoided.

*2. **Tables**

Tables should be inserted into the copy as soon as possible after they are first mentioned. If the table is too large to follow immediately the part of the text relating to it, the text should be continued and the table placed on the page that follows. A table should be separated from the text both above

and below it by approximately five single spaces, or placed on a separate page, depending on the size of the table. Tables larger than one-half page should be placed on a separate sheet. A table of one page or less in length should not be divided and typed on two pages. Tables running longer than one page should be started on a new page and may be continued on one or more pages, as needed. Do not include text on the same page with tables that are more than one page long. The continuing page for the table must include the title and column headings. A table that is too wide for the page may be placed lengthwise on the page (see example on page 41). Tables that can fit either vertically or horizontally on a page must not be reduced. Only those tables that are too large to be placed horizontally may be reduced and continued on two or more pages, if necessary. Oversized tables should be reduced through photocopying but be sure the copy is on the same paper as the rest of the thesis. Page numbers are not to be reduced in size as they must be in original type.

Be sure that tables can be read easily. Table titles are to be single-spaced; the body of the table may be single- or double-spaced for clarity and appearance. Headings and column and row entries should be clearly related. Ordinarily, vertical rules are not necessary, but in an extensive table they may be desirable. Rules should be typewritten or drawn with indelible ink. All tables should be numbered consecutively throughout the thesis with Roman numerals, i.e., TABLE I, TABLE II, etc. Tables should be identified by numeral only. Do not use designations such as Table 1A, 1B. Tables may be set up with A and B parts. The table title should be in capital letters. Footnotes to tables are to be identified by lower case superscript letters (see pages 41 and 42); footnotes showing significance, such as p-values, may be indicated by asterisks. Each footnote should be single-spaced, however, a double space may be used between each footnote to improve appearance. Each footnote must be on a separate line ending with a period.

When referring to tables in the text that are shown in the Appendices, use the following style: Table VI, Appendix C.

3. **Footnotes Within the Text**

Footnotes may be used, but only to clarify or explain. Footnotes are not generally used as references and never as an indication of companies from which supplies were obtained. They may be numbered sequentially throughout the text or may begin with number 1 on each page; superscript Arabic numerals are to be used and must appear on the page where cited. An example of the format is given below.¹ Footnotes used in tables and figures must be identified by lower case superscript letters.² All footnotes must be within the required margins. Lengthy footnotes should be avoided (see page 37 for a correct example). A single footnote must not be split to two or more pages, the whole entry must be shown on the same page.

¹ Footnotes appear beneath a typed line at the bottom of the same page.

² Each footnote must appear on a separate line.

4. **Endnotes**

Endnotes at the end of chapters are an acceptable alternative to footnotes in those disciplines where the use of endnotes is a common practice. Endnotes follow the same format as footnotes, single-spaced with double spaces between them. Endnotes are not to be used to replace CITED LITERATURE.

5. **Formulas and Equations**

Mathematical and chemical formulas may be typed, hand lettered or both but must appear on the identical paper as the rest of the text. Long, complex mathematical and chemical equations should not be included in text lines, but should be placed in proper position in the center of the page between lines of the text. The lines in structural chemical formulas and hand lettered mathematical formulas must be drawn with black indelible ink in a neat, professional manner.

6. **Flow Charts, Genealogical Tables, etc.**

Flow charts of processes, genealogical tables, taxonomic charts, and similar inclusions, if not computer generated, must be drawn in black ink with black lettering. If a chart or table is too large to fit within the prescribed margins and cannot be reduced to that size, it may be folded and inserted in a white envelope no larger than 6 1/2" x 9 1/2" which may then be mounted within the margins on a sheet of paper used for the thesis, for inclusion with the proper pagination in the body of the thesis.

When chemical structures are identified by numbers, they should be numbered consecutively throughout the thesis with underlined, Arabic numbers. Mathematical and chemical equations may be identified by designations, e.g., Equation 1, Equation 2, etc.

7. **Scientific and Numerical Notations**

As stated in the recommendations of the Thirtieth World Health Assembly of the World Health Organization (WHO), the WHO "...recommends the adoption to the use of SI units by the entire scientific community, and particularly the medical community throughout the world." Although usage of this system may vary from field to field, it is recommended that all measurement be given in the appropriate SI (Système International) units. These units and conversion factors are published in various scientific journals and handbooks. In some cases for the sake of reader clarity, it may be appropriate to express the units in both SI and, in parentheses, the less-scientific form. For example, most persons still think in terms of calories (more appropriately kilocalories or kcal) than in Joules. The proper SI expression would be "...contained 2510 J (600 kcal)...". When citing values from published manuscripts in which the units are not in SI, use the same format as above, such as "...reported total serum cholesterol concentrations of 6.21 mmol/L (240 mg/dL)...". If SI is to be used in parts of the thesis, it is strongly recommended that it be used consistently throughout.

Note that the symbol for liter is always a capital L rather than lower case.

When giving a decimal value of less than one (1.0), always precede the decimal point with a zero. For example, use 0.75 $\mu\text{mol/L}$ rather than .75 $\mu\text{mol/L}$. This style of notation avoids confusion as to whether or not the spot on the paper is a decimal point.

Be judicious and consistent in the use of significant figures. Frequently a biological process cannot be measured accurately to more than three or four significant figures. Generally, the number of units to the right of the decimal point in the standard deviation or standard error of the mean should be the same as used for the mean of the observations. For example, a preferred expression would be 12.73 ± 0.28 rather than 12.73 ± 0.2763 .

* 8. **Foreign Language/Foreign Terms**

If the thesis is written in English, terms in Latin, Greek, or other foreign languages should be underlined or italicized. In the case of taxonomic terms, the full binomial (genus and species) must be given on the occasion of the first citation; thereafter the initial of the genus plus the name of the species is given, e.g., first citation, Bufo americanus; subsequent citations, B. americanus. Abbreviations of Latin phrases in common usage such as et al., e.g., i.e., etc. need not be underlined, but unabbreviated phrases such as in vivo, in utero, and in vitro must be either underlined or italicized.

(GC) Writing the entire thesis in a foreign language is acceptable, with the approval of the Director of Graduate Studies and the Dean of the Graduate College. The Director of Graduate Studies should contact the Graduate College if a thesis is to be done in a language other than English. When a foreign language is used, the Title Page (including title), Summary, Vita, and the Abstract must be written in English.

* 9. **Abbreviations**

No abbreviations should appear in chapter headings or subheadings; also, sentences should not begin with abbreviations, symbols, letters or numbers. Ampersands (&) may not be used in the body of the text except in citations.

* 10. **Word Divisions**

Use a dictionary for correct word divisions. Proper nouns should not be divided at the end of the line.

* 11. **Subheadings**

All subsections within chapters or sections must be underlined. A change in printing font may not show up in microfilmed copies. Subheadings should be indented as in an outlined format (see pages 35, 36, and 39-40). Do not start a paragraph on the same line as the subheading. Reference listings or reference numbers are not to be placed next to titles or subheadings. Subheadings more than one line in length should be double-spaced. All subheadings must be shown in the TABLE OF CONTENTS. Headings and titles of any kind must be identical in both the TABLE OF CONTENTS and the text, the LIST OF FIGURES and the text, and the LIST OF TABLES and the text.

REFERENCE MATERIALS
(Using the Chicago Manual Style)

* 1. **Text Citations**

Form A: Author and date are included in parentheses in the text. Complete references are listed alphabetically in the CITED LITERATURE and BIBLIOGRAPHY and are not numbered. Both names are included in the text citation in the case of dual authorship. If more than two authors are involved, only the first author's name followed by et al. is shown without a separate comma. Examples:

(Smith, 1958)
(Jones and Elsdale, 1962)
(Harrison et al., 1971)

When the same author(s) and year are used for two or more different references, lower case letters are used along with the date.

(Doe, 1975a)
(Doe, 1975b)

When more than one reference is used for a given citation, the following forms should be used.

(Clark, 1976; Smith and Smith, 1974)
(Ware, 1954a; 1954b)

Form B: References in the text are enumerated and cited consecutively by number and are listed in the CITED LITERATURE in the order of their first citation.

Alloxan-induced diabetes is often accompanied by tubule cell destruction (34).

Form C: References may be listed alphabetically by author in the CITED LITERATURE, enumerated there, and cited by number in the text.

Regardless of whether Form A, Form B, or Form C is used, personal communications, unpublished communications, and unpublished data are to be identified only in the text and not in the CITED LITERATURE, regardless of style used.

(Jones, 1980, personal communication)
(Andersen, 1975, unpublished data)

* 2. **Cited Literature**

All cited references must be listed in the CITED LITERATURE in consistent form. A single CITED LITERATURE section as distinct from a BIBLIOGRAPHY is included at the end of the thesis, unless the thesis has two or more distinct parts, in which case the CITED LITERATURE may follow each part. Journal abbreviations may follow Index Medicus, Chemical Abstracts, or other widely-used styles as determined and approved by the department. The CITED LITERATURE shall

be single-spaced with double spacing between each entry (see below and pages 48 and 49). The term anonymous should not appear in this section. Personal communication, unpublished communication, and unpublished data are to be identified only in the text and not in the CITED LITERATURE. Each entry must list each author's names; et al., ibid., or op. cit., are not acceptable for usage in the CITED LITERATURE. References that do not have an author should be alphabetized by the title of the reference.

* 3. **Bibliography (optional)**

In special cases, reference material not actually cited in the text may be included in the thesis in a BIBLIOGRAPHY, which follows the CITED LITERATURE section. The format for such supplemental references must follow the format of the CITED LITERATURE. The BIBLIOGRAPHY is not to be used to simply lengthen the thesis, but to provide additional sources of information for the reader.

* 4. **Examples of Both Cited Literature and Bibliography**

Journal Article

Grumbach, M., Morishima, A., and Taylor, J.H.: Human sex chromosome abnormalities in relation to DNA replication. Proc. Natl. Acad. Sci. USA 49:581-589, 1963.

Book

Elkinton, J.R. and Danowski, T.S.: The Body Fluids. Baltimore, Williams and Wilkins, 1955.

Chapter in edited volume

Schneider, I.: Insect tissue culture. In: Methods in Developmental Biology, eds. F.H. Wilt and N.K. Wesnes, pp. 543-554. New York, Thomas Y. Crowell Co., 1967.

Dissertation or thesis

Ross, D.: The Irish-Catholic Immigrant, 1890-1900. Master's thesis, Columbia University, New York, 1975.

Public document

United Nations: Report of the United Nations Scientific Committee on the Effects of Atomic Radiation. General Assembly, Official Records: Thirteenth Session, Supplement 17 (A13838). New York, 1962.

Public law

Public Law, no. 585, 79th Cong., 2nd Sess., August 1, 1946.

Legal case

Bellmeyer v. Independent District of Marshalltown, 44 Iowa 564, 1976.

Patent

Ebnoether, A. and Rissi, E. (Sandoz Ltd.): Dihydro-3-(4-hydroxy-1-phenethyl-4-piperidyl)-2(3H)-furanones. U.S. 3,740,407 (Cl. 260-293.67; CO7d), Appl. 52,736, 6 Jul 1970; 6 pp, 19 Jun 1973.

Reprint of earlier edition

Audsley, G. A.: The Art of Organ Building. 2 vols. 1905. Reprint (2 vols. in 1). New York, Dover Publications, 1964.

Review

Dowden, W. S.: Review of The Poetic Voices of Coleridge. by M. F. Schultz, Modern Philology 62:270-272, 1987.

Note: Each reference must be shown or listed separately. If a reference has more than one year of publication, etc, it must be listed separately for each year. **Do not use the following example** (with multiple years for publication listed).

Dowden, W. S.: Review of The Poetic Voices of Coleridge. by M. F. Schultz, Modern Philology 62:270-272, 1987a; Dowden 1988b; Dowden 1989c.

Because thesis citations and bibliographies are an important reference source for graduate students and other scholars, it is important that complete, full references be employed. This includes all authors, editors, publishers, dates, and both beginning and closing pagination.

APPENDICES

In some theses it may be desirable to include certain materials, e.g., text forms, blank record forms, detailed descriptions of apparatus, extensive tables of raw data, etc., which do not form a part of the text. Such materials should be included in the appendix that preferably follows the cited literature unless additional citations are in the appendices. Appendices are paginated consecutively from the preceding pages. Tables and figures in the appendices must be numbered consecutively continuing the numbering in the text.

Material such as computer printouts or original documents should be inserted in a mounted white envelope no larger than six and one-half by nine and one-half inches (6 1/2" x 9 1/2"), within the prescribed margins.

Explanatory footnotes to charts, tables, and figures shown in the appendices must be indicated by the use of superscript lower case alphabetical letters or Arabic numerals as in the text.

Forms appearing in the appendices must have margins within the limits of the thesis text. Sheets larger than thesis size must be reduced to the required size by photocopying methods. Should unusual problems arise concerning the binding of material to be included with the thesis, they should be referred to the Serials Department of the Library of the Health Sciences (west campus), or the Richard J. Daley Library (east campus).

When there is a single appendix, that section should be headed only with the word APPENDIX. When there are several, the first page must have the word APPENDICES centered within the margins and with the page number in the center, bottom of the page, also within margins. Thereafter page numbers should be placed in the upper right-hand corner within margins, as used in the textual part of the thesis. The first appendix should be headed APPENDIX A, and continuing pages must be headed APPENDIX A (continued).

VITA

(applicable for all thesis and dissertations)

This section should be headed VITA. A VITA is not a resume. It is a professional biography of the candidate, including educational institutions attended, degrees, professional qualifications (including degree currently receiving from the University of Illinois at Chicago), honors, awards, publications, teaching and professional experience, and any other pertinent material. It should be short and written concisely in the style of a curriculum vitae, with no personal information included. The publications listed in the vita should follow the format used in the CITED LITERATURE section of the thesis; see example on page 50. The VITA does not have to be limited to one page in length.

DEPOSIT OF THESIS WITH GRADUATE COLLEGE

Two copies of the final, corrected, and defended thesis (after department/advisor approval of format) must be deposited with the Graduate College office. Doctoral degree candidates must also submit a separate abstract, in addition to other materials described elsewhere. Since the major department and the student usually require at least one additional copy each, the student should consult with his/her advisor to ascertain the total number of copies needed. Although the student and/or department may require the thesis be bound, the copies submitted with the Graduate College must *not* be bound.

*** 1. Binding of Thesis (GC)**

Do not bind the two copies of the thesis that will be submitted to the Graduate College; however, if your department receives copies they may require their copies to be bound. (The UIC Libraries will bind copies of your thesis for a reasonable fee. Feedback from students who have used their service is very positive. Contact the Acquisitions Department of the Richard J. Daley Library or the Administration Office of the Library of the Health Sciences for information on charges, procedures, and turn-around time. Also, your program or department may know of other reliable sources for binding.)

*** 2. Methods for Reproducing Thesis (GC)**

Both copies of the thesis submitted to the Graduate College may be originals (from computer printer), or a thesis may be duplicated using high quality photocopy methods, by multilith process such as lithoprint or photoprint, by word processing methods, or by machine process. See page 3 for information on type and quality of paper that must be used.

Mimeographing, carbon copy, dittoing, and similar processes are not acceptable. Occasional exception may be made in the case of supplementary material included in the appendix that does not lend itself to retyping. Such material may be folded and inserted into a white envelope no larger than six and one-half by nine and one-half inches (6" x 9 1/2"), provided the material is clean and legible. The envelope should be mounted on the same kind of paper used throughout the thesis and placed in the appendix.

*3. **Envelopes (GC)**

Your thesis must be submitted in brown (manila) envelopes (10" x 13", or larger, if necessitated by length of thesis) Two are required for a master's thesis, and three are required for a doctoral dissertation. The third envelope required for doctoral dissertations should hold the separate abstract, extra title pages, **Department/Program Format Approval Form**, copy of the microfilm-fee receipt, **Dissertation Publishing Agreement** (including any payment for optional ordered copies and/or copyright), and **the Survey of Earned Doctorates** (optional, though strongly encouraged). If the thesis is very long (eg. 500+ pages) each copy may be submitted in a small box such as the type in which blank paper is sold. A **Thesis/Dissertation Information Form** should be completed (print information legibly) and attached to each envelope or box. This self-adhesive form is available from the Graduate College, and may be obtained prior to submission of thesis (see page 24 for a sample).

MORE ABOUT COMPLETING YOUR THESIS

1. **Publication of Thesis**

Formal publication of the thesis, either in its entirety or in a condensed form, is not required. However, students should consider the advantages to themselves, and to their professions, of publishing significant methods and findings. If published, the article or book should have a note indicating that the material is, or is based upon, a thesis in partial fulfillment of the requirements for the masters or doctoral degree at the Graduate College of the University of Illinois at Chicago.

The original records of thesis investigation are the property of the major department and are not to be removed without permission. The two unbound copies of the thesis submitted to the Graduate College belong to the University of Illinois at Chicago. One copy is kept in the University Archives and the other is available for use in the UIC Libraries. With doctoral dissertations, the copy sent to University Microfilms International (Michigan) is later returned to the UIC Library.

Property rights are reserved to the author. Candidates in thesis research may find it desirable or expedient to publish, prior to the conferral of the degree, certain findings that later will be incorporated into the thesis. In this case, acknowledgment of the earlier publication should be included in the thesis.

2. **Copyright (optional)**

If a doctoral candidate believes his/her thesis should be copyrighted, (s)he may have it so registered by 1) checking "yes" on the **Publishing Agreement Form** found in the **Dissertation Publishing Agreement** (formerly the **Microfilm Agreement Form**), 2) depositing with the Graduate College at the same time a certified check or money order for \$65 (subject to change) payable to "PQIL," ProQuest Information and Learning Company (Note: this copyright fee is in addition to the mandatory \$65 (subject to change) microfilm fee payable at the UIC cashier- see number 4 below, and any payment to order additional copies of the dissertation – see number 5 below), and 3) including a copyright notice immediately preceding the **Certificate of Approval** in the front of the thesis.

Preceding the **Certificate of Approval**, the copyright notice is a single, unnumbered sheet on which is centered (horizontally and vertically) the heading:

Copyright by
NAME OF STUDENT
year

The fees are subject to change without notice. Please check the relevant forms for the latest information. Before deciding to pay the extra optional copyright fee, **international students** should check with their country to see if a copyright agreement exists between the United States and the student's home country. **Master's degree students** who wish to copyright their thesis should contact the Copyright Office in Washington, DC; see <http://www.copyright.gov> for instructions and forms, or call the telephone hotline (202) 707-9100 or public information at (202) 707-3000.

* 3. **Final Defense (GC)**

The final thesis defense must be completed before the submission of the final version of the thesis to the Graduate College.

The following forms are signed at the thesis defense:

1. **Examination Report** (original form)
2. **Certificates of Approval** (2 original forms)

The completed and endorsed **Examination Report** must be sent by the student's program to the Graduate College within forty-eight hours of the defense. The endorsed **Certificates of Approval** are given to the student for inclusion in the thesis.

Following all corrections and revisions of the text after the thesis defense, the thesis is submitted to the department for review of format. After any further required editing, the **Departmental/Program Format Approval Form** should be signed by the Thesis Advisor and the Director of Graduate Studies or Department Head, and then given to the student for inclusion of materials submitted to the Graduate College.

4. **Publishing Fee (Doctoral Dissertations Only) (GC)**

Doctoral candidates must pay a \$65 (traditional) or \$160 (open access) publishing fee, subject to change, payable at the West Campus Cashier, Marshfield Building (Polk St and Marshfield Ave). There are not any forms to give to the cashier, but tell the cashier you are paying the dissertation publishing fee. Make a photocopy of the receipt given to you (the cashier will not photocopy the receipt), keep the original for yourself, and submit the photocopy to the Graduate College with your dissertation, in the third envelope.

5. **Order Copies of Your Submitted Dissertation (GC)**

Doctoral candidates only, may order softcover or hardcover copies of their submitted dissertation from ProQuest Information and Learning Company. Pricing and other information is listed in the **Dissertation Publishing Agreement**. Payment must be presented with the submission of dissertation to the Graduate College. Payment options are cashier's check, money order, or certified check made payable to "PQIL" (ProQuest Information and Learning Company), or credit card (see form for details).

Alternatively, master or doctoral candidates may have the thesis bound by the UIC Libraries (see page 15 for details).

For doctoral candidates, the choice between the ProQuest and UIC Library versions depends upon what is needed for the final product. ProQuest offers a variety of binding and size options while the UIC Library uses the thesis copy the student brings to them (8 ½" x 11"). The ProQuest copies are printed two-sided back-to-back, like a published book, while the UIC Library copy will be bound single-sided. Some students have found that the paper ProQuest uses is relatively thin, and that graphs, illustrations and photographs may bleed through to the other side. If your dissertation is mainly text, that probably will not be an issue. Also, remember that if you have a number of illustrations or tables and you order a small-size copy from ProQuest, some detail will probably be lost.

6. Format Approval in the Graduate College

A. Masters thesis

1. Defended thesis, two copies (final defended, format approved by department, version on prescribed paper)
2. **Certificate of Approval**, two (signed originals)
3. **Examination Report** (signed original sent by program to the Graduate College/ not to be included within thesis)
4. Title pages, (one in each copy of thesis, and two additional, total of four)
5. 10" x 13" manila envelopes, two (one for each copy of thesis)
6. **Departmental/Program Format Approval Form**
7. **Thesis/Dissertation Student Information Label**, two (applied on envelopes)

B. Doctoral dissertation

1. Defended thesis, two copies (final defended, format approved by department, version on prescribed paper)
2. **Certificate of Approval**, two (signed originals)
3. **Examination Report** (signed original sent by program to the Graduate College/ not to be included within thesis)
4. Title pages (one in each copy of thesis, and three additional, total of five)
5. Abstract (not part of dissertation)
6. 10" x 13" manila envelopes, three (one for each copy of thesis, and another for the abstract, microfilm-fee receipt, **Dissertation Publishing Agreement**, **Survey of Earned Doctorates**, and any optional payments)
7. **Survey of Earned Doctorates Form** (optional, but encouraged to submit)
8. **Dissertation Publishing Agreement**
9. Photocopy of publishing fee receipt (pay at the cashier, Marshfield Building)
10. **Departmental/Program Format Approval Form**
11. **Thesis/Dissertation Student Information Label**, three (applied on envelopes)

All of the above-mentioned items must be submitted to the Graduate College. If the thesis is too large to fit into the 10" x 13" envelope, you may use an 11" x 14" envelope or larger, or you may submit the required number of copies an appropriately sized box (one copy per box).

SAMPLE FORMS AND EXAMPLES

The following pages contain sample copies of relevant forms, and examples of various sections of the thesis, which have been described previously. The examples should be used as a guide, allowing for variance by the practices of different disciplines. Various types of examples are given to highlight the possibilities. The student should consult with their advisor or Director of Graduate Studies to determine the desired approach of the thesis. Consistency of style throughout the thesis is the recommended goal.

FILING INTENT TO GRADUATE / PENDING DEGREE LIST

Students must declare for graduation on-line for the term of intended graduation. The procedure and deadlines are listed below. The deadline to file the electronic intent to graduate is much earlier than the deadline to submit your thesis or dissertation to the Graduate College.

Filing for Graduation

Filing for graduation is done on-line, using the electronic *Intent To Graduate/Pending Degree List* process. A paper request form does not exist. Complete instructions are available at <https://grad.uic.edu/cms/?pid=1000363>. The on-line procedure may be accessed through the url listed above, or <http://osssorawebprod2.admin.uillinois.edu/webforstudent/academics3.asp>.

The links above will take you to *UIC Student Self-Serve*, <https://apps.uillinois.edu/selfservice/>. Once there, login and choose the *Graduation Information* link. Carefully read all of the instructions and click on *Notify Intent to Graduate This Term*. Choose the term for which you wish to apply for graduation (usually there is only one term available) and choose the degree period (at UIC choose December for Fall, May for Spring, and July for Summer – the other months are for students of the Global Campus or UIUC (which has multiple degree periods). The form is used throughout the U of I system. Once the term and degree period is submitted, your current program information (or multiple program information if you are in more than one program) will appear, including graduate concentration, if any. Submit this information to complete the process. If any of the information is incorrect or missing (for example, it indicates that you are in the PhD program, but you are applying to receive the master's at this point), write any changes in the text box before you submit your request. Within the text box completely describe any discrepancies or missing information, and provide the correct information. This will allow the Graduate College to correct the data for the graduation request.

Availability and Deadline to File for Graduation

The intent to graduate application is available from the time course registration for a term begins through the third week of the term (second week for Summer Session). Note that the final deadline for declaring your intent to graduate is earlier than the deadline to submit your thesis to the Graduate College.

Diploma Mailing Address

Diplomas are mailed from the Records Office (Office of Admissions and Records, SSB) approximately three months after the end of the term. The address used is the mailing address that is in the student database system. You may change the mailing address, if appropriate, or provide a separate diploma mailing address if you know your location or want it mailed to somewhere specific other than to the mailing address. The diploma address can be updated up to two months after the end of the term of graduation. From *UIC Student Self-Serve*, choose *Personal Information*, then *Addresses and Phones*, and then select *Diploma Address*. See Current Students/Records/Diploma at http://www.uic.edu/depts/oar/student_records/diplomas.html for further information.

COMMITTEE RECOMMENDATION FORM

This form is usually completed by the student's program, although it may be completed by the student. Complete the form on-line at <https://grad.uic.edu/cms/?pid=1000363> and then print. NOTE TO STUDENT: Your name and the title of the thesis typed on this form will be used on the Certificates of Approval, and also must be used on the title pages of the thesis. If your program will complete this form, consult with them to ensure that the desired name and thesis title are used. Mixed case must be used for the thesis title. The completed form, including signatures and vita for proposed members from another institution, must arrive in the Graduate College at least three (3) weeks before the date of the defense.

Graduate College (MC 192)
806 University Hall
801 S Morgan St
Chicago, IL 60607-7108

COMMITTEE RECOMMENDATION FORM



<http://grad.uic.edu>

Reset Form

Information should be typed online (except for signatures at bottom), and then printed

Name of Student _____ UIN _____
For defense, type name exactly as it will appear on thesis/dissertation title page *Nine-digit ID from I-Card*

Student's Graduate Program _____ Program Code 20FS _____

Master's Thesis Defense* Preliminary/Field Exam Professional Doctorate Project Defense* Doctoral Dissertation Defense*

Anticipated date of exam or defense (mm/dd/yyyy) _____

* Thesis, doctoral project or dissertation title (must not exceed 105 characters in length including spaces) - title text must be in mixed case:

REGULATORY ISSUES (Complete the questions in this box only for Master's or Doctoral Defense. **Do not complete for Preliminary Examination.**)

Does the student's research involve human subjects? If yes, has the Institutional Review Board approved the proposal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Approval # _____
Does the student's research involve animals in any way? If yes, has the Animal Care Committee approved the proposal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Approval # _____
Does the student's research involve recombinant DNA? If yes, has the Institutional Biosafety Committee approved the proposal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Approval # _____

Graduate College policy requires the minimum membership of committees as follows:

	Total Number	Full Membership	Tenure Requirement	Outside Member**
Master's thesis defense	Three	One	One	Not required
Field (OTD) / Preliminary exam (DNP only)	Three***	One	Not required	Not required
Preliminary exam (all other doctoral programs)	Five***	Three	Two	Recommended, but optional
Professional doctorate project defense (DNP, OTD)	Three***	One	Not required	Not required
Dissertation defense	Five***	Two	Two	One mandatory

**Outside member is defined as outside of the program, although some programs may require outside of UIC
***Chairperson must have full membership (not necessarily tenured)

We recommend that the following be approved as members of the committee for the student named above:

Name of Committee Member	Department of Committee Member
Chairperson (type name on line above)	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Name of outside member**
curriculum vitae must be attached, if outside of UIC

Name of program (UIC, but outside of program), or,
Name of institution, agency, etc. (outside of UIC)

Advisor signature _____ Print name _____ Date _____

Program head or director of graduate studies signature _____ Print name _____ Date _____

Approved Not Approved _____
Graduate College signature _____ Date _____

Reset Form

EXAMINATION REPORT FORM

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A Multidimensional Approach

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This thesis is dedicated to my husband, (*his name*), without whom it would never have been accomplished.

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ACKNOWLEDGMENTS

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

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

DBM

An Acknowledgements Page is optional. If used, the next thesis Preliminary page number (*iv* in this example) is placed here.

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LIST OF ABBREVIATIONS

BDI	Beck Depression Inventory
BPQ	Brief Pain Questionnaire
CMI	Cornell Medical Index
CSQ	Coping Strategy Questionnaire
EPI	Eysenck Personality Inventory
ESS	Ego Strength Scale
HRSD	Hamilton Rating Scale for Depression
HSC	Health Self-Concept
I-E	Internal-External
KPSS	Karnofsky Performance Status Scale
LOC	Locus of Control
MANOVA	Multivariate Analysis of Variance
MMPI	Minnesota Multiphasic Personality Inventory
MPQ	McGill Pain Questionnaire
NWC	Number of Words Chosen
PDF	Patient Data Form
POMS	Profile of Mood Status
PPI	Present Pain Intensity

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SUMMARY

A study of the multidimensional experience of cancer-related pain was carried out using a descriptive, cross-sectional approach. Interviews were conducted with 40 cancer patients who had pain caused by their tumors and a comparison group of 40 cancer patients without pain. Information on demographics, disease and treatment characteristics, and psychosocial and physical problems was collected from both groups. In addition, descriptions of pain factors related to its occurrence, and coping strategies were obtained from the Pain Group.

The Pain-free Group had fewer, less severe, and more transient psychosocial and physical problems than the Pain Group. They were not clinically depressed, and were able to carry on normal activities with some effort and minimal signs or symptoms of disease. Their major worries centered around cancer and family.

The Pain Group rated their pain intensity and overall pain as low to moderate, frequently describing pain as throbbing, tender, sharp, aching, and tiring. Pain was either continuous or intermittent for most patients, with high variable and unpredictable onset and cessation, and intensity that showed no consistent daily pattern. Pain was aggravated by physical activity, and ameliorated by inactivity. The meaning of pain varied, with 40% considering it an indicator of disease status.

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INTRODUCTION

Example (type) One

I. INTRODUCTION

A. **Background**

Cancer is a large group of diseases characterized by the development, uncontrolled growth, and spread of abnormal cells. Cancer affects all age groups, although it is more commonly seen with increasing age. About 73 million Americans (30%) now living will eventually develop cancer if present rates continue (American Cancer Society, 1986, p.3). In 1986, it was estimated that approximately 93,000 individuals would be diagnosed with cancer (excluding non-melanoma skin cancers and carcinoma in situ) (American Cancer Society, 1986, p.3).

The prevalence of cancer is significant. Over five million living Americans have a past history of cancer, three million of them diagnosed more than five years ago and probably cured (American Cancer Society, 1986, p.3). The definition of a cure varies widely with the type of cancer under consideration, but five years without evidence of disease is often considered the criterion. Although for many cancers, five years does constitute a cure, for others a cure may be achieved after one or two years without evidence of disease. For still other cancers, such as breast malignancies, complete cure may never be certain.

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INTRODUCTION
Example (type) Two

1. INTRODUCTION

1.1 The Problem of Electromagnetic Vector Inverse Scattering in the Physical Optics Regimen

Inverse techniques cover a vast amount of literature (1) and they have been developed in many diverse fields of physical sciences where the characteristics of a medium are estimated from experimental data, obtained from measurements usually at a distance from the medium, utilizing the laws which relate these characteristics to the experimental data in a given situation. Solutions to inverse problems have become important in aeronomy, geophysical exploration, remote sensing, medical tomography, non-destructive testing, radar target mapping, etc. This thesis concerns itself with the problem of radar target mapping and imaging, which are closely related to the problem of electromagnetic inverse scattering. When electromagnetic radiation is impinging upon a material body, charges and currents will be induced on the surface or in the interior of the body, producing a secondary or scattered field which will combine with the primary or incident field, in such a way that all electromagnetic boundary conditions are satisfied at the surface of the body.

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In an earlier study (Al-Darazi, 1984), certain health practices of the lay Bahraini women were identified and rated by the investigator as beneficial, harmless, harmful, and questionable based on their probable effect on health of the women using them. The beneficial practices included rest, body massage, eating food high in calories, protein, and fiber during the postpartum period, breast-feeding, cold sponging to reduce fever, and massaging the infant's body with olive oil. The harmless practices included the use of incense known as elshabeh to cast off evil eye, el-ain; visiting the Quran reader; fright curing practices; and tadree, which literally means "measurement using the arm." Tadree is used to diagnosis and treat evil eye by the Bahraini women and is described by one of the participants as follows.

You take a piece of child's clothing, something that belongs to her, for example, her sheet or towel, and you take it to a woman called the fawaleh (the fortune teller) who knows how to do this. She measures the cloth and determines if an eye had been cast on the child, then she covers the child with that cloth, and reads verses from the Quran to cast off the eye from the child's body. Some people leave the cloth knotted and keep it outside facing the stars at night. In the morning they untie the knot while saying the Prophet's name and then the child is covered with the cloth (Al-Darazi, 1984, p. 50).

The harmful practices included restriction of water intake during the postpartum period, wrapping the infant, qomat;³ application of

³ Qomat is wrapping the baby in a small white sheet from the shoulders down to the toes, and tying a cloth rope around the sheet in which the baby is wrapped.

II. CONCEPTUAL FRAMEWORK AND RELATED LITERATURE

A. Conceptual Framework

The descriptive-exploratory nature of this study required a conceptual framework that would encompass, rather than restrict, the multiple dimensions of cancer-related pain. The perception and interpretation of pain were viewed as a subjective experience, known only to the sufferer. Pain was also considered a multidimensional experience and response consisting of physiologic, sensory, affective, cognitive, and behavioral components. In addition, it was explored within the context of holism, which included the "essential unity of the mind and body" (Levine, 1971, p.255). In the following sections, pain as a subjective and multidimensional phenomenon and holism are explored and discussed as they pertained both to the individual with cancer-related pain to the study.

1. Pain as a subjective phenomenon

Livingston (1943) wrote that:

The chief difficulty encountered in a search for a satisfactory definition for pain, is the fact that it can be considered from either a physiologic or psychologic approach. Any consideration of pain, by one approach alone, without due regard to the other, is incomplete. (p.62)

Similarly, Melzack and Wall (1982) commented:

Pain is such a common experience that we rarely pause to define it in ordinary conversation. Yet no one who has worked on the problem of pain has ever been able to give it a definition which is satisfactory to all of his colleagues. (p. 9)

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lymphocyte functions as well as lymphocyte ontogeny, differentiation and the examination and the classification of lymphoid tumors, have been accomplished principally in the mouse but more recently in humans and rats.

The next actions will be devoted to a survey of murine lymphocyte surface antigens which have served as markers in the studies of lymphocyte function and lymphocyte ontogeny. Studies in the mouse have helped to point efforts to characterize lymphocyte antigens in the human and rabbit systems in promising directions. A brief look at cell surface markers in species other than the mouse, including human, rat, and rabbit is presented. Finally, the recent progress in many species, especially human, made in defining cell surface antigens with the use of monoclonal antibodies is outlined in the last section.

A. **Cell Surface Antigens of Lymphocytes**

1. **Murine antigens**

a. **Alloantigens**

Lymphocyte alloantigens are defined by alloantisera which are made by immunizing one member of a species with cells (or fractions of cells) from another genetically-different member of the same species. Alloantigens are, therefore, alternative products controlled by different forms (or alleles) of the same gene.

(. . .) direction) to which early time scattering is attributed will approach the boundary of the shadow region. Beyond this limit, (5.12) to (5.16) are not valid anymore.

On working in the frequency domain and repeating the algebra of Section 3.6, (5.13) to (5.16) can lead to a high frequency asymptotic relationship between the specular principal curvature difference $K_{ub}-K_{vb}$ and phase difference \varnothing_d of the co-polarized elements S_{HH} and S_{VV} .

$$\frac{K_{ub} - K_{vb}}{2k} = \frac{1}{\cos 2\psi_b} \tan \varnothing_d \quad (5.17)$$

where k is the wave number. This bistatic relation can be reduced to the monostatic relation in Section 3.6. For the simple case of the sphere, (5.17) is trivially satisfied.

5.4 Numerical Verification

5.4.1 Prediction of the Leading Edge in the Impulse Response

Equations (5.10) and (5.11) reveal that once the area function is known, the impulse response can be found by double differentiation, which implies that the initial part of the leading edge is an impulse. To see how well physical optics approximates the leading edge of the bistatic impulse response, the sphere of unit radius is taken as a test case. The physical optics impulse response for the sphere is convolved with a short incident Gaussian pulse (shown in Figure 27).

Example of a table oriented landscape on the page.
 Note the position of the page number (see actual page
 number on this page).

TABLE I
 PRODUCTION OF HYBRIDOMAS FROM FUSION 1^a

Microtiter plates ^b	Parental myeloma ^c	Fusion treatment	Wells with hybrid clones (total wells)
			Nos. %
1A, 1B	4T00	35% PEG (5 min)	3/1922
2A, 2B	4T00	35% PEG (5 min)	9/1920
3A, 3B	P3	30% PEG (10 min)	47/19224
4A, 4B	P3	30% PEG (10 min)	61/19232
5A, 5B	P3	30% PEG (10 min)	54/19228
6A, 6B	P3	35% PEG (5 min)	58/19230
7A, 7B	P3	35% PEG (5 min)	77/19240
8A, 8B	P3	35% PEG (5 min)	86/19245
9A, 9B	P3	40% PEG (3 min)	22/19211
10A, 10B	P3	40% PEG (3 min)	20/19210

^a BALB/c mice were hyperimmunized with the IgM-enriched fraction isolated from rabbit serum.

^b Approximately 1×10^5 cells in 0.15 mL were seeded into each well of two, 96 well flat bottom microtiter plates.

^c Meyers et al., 1980.

TABLE IV

PAIN AND ANALGESIC PROFILE OF GROUP^a

Characteristics	Category	Frequency/ percent
Etiology of pain	Infiltration of bone	21/52.5
	Infiltration of soft tissue ^b	18/45.0
	Infiltration of hollow viscus	2/5.0
	Infiltration of nerve	2/5.0
	Other	2/5.0
Current analgesic	Hydromorphone ^c	10/25.0
	Acetaminophen/codeine	8/20.0
	Oxycodone/codeine	8/20.0
	Other narcotics ^d	12/30.0
	Non-narcotics ^e	8/20.0
	None	1/2.5
Reason for taking analgesic ^f	Actual pain	24/63.2
	Regular schedule	12/31.6
	Anticipated pain	1/2.6
	To aid sleep	1/2.6
Relief achieved ^f	Complete	10/26.3
	Almost complete	16/42.1
	Partial	9/23.7
	Very little	3/7.9

^a n=40.

^b Five patients had a second site of pain caused by infiltration of soft tissue.

^c One patient used hydromorphone as a second drug.

^d Two patients used other narcotics as a second drug.

^e Four patients used non-narcotics as a second drug.

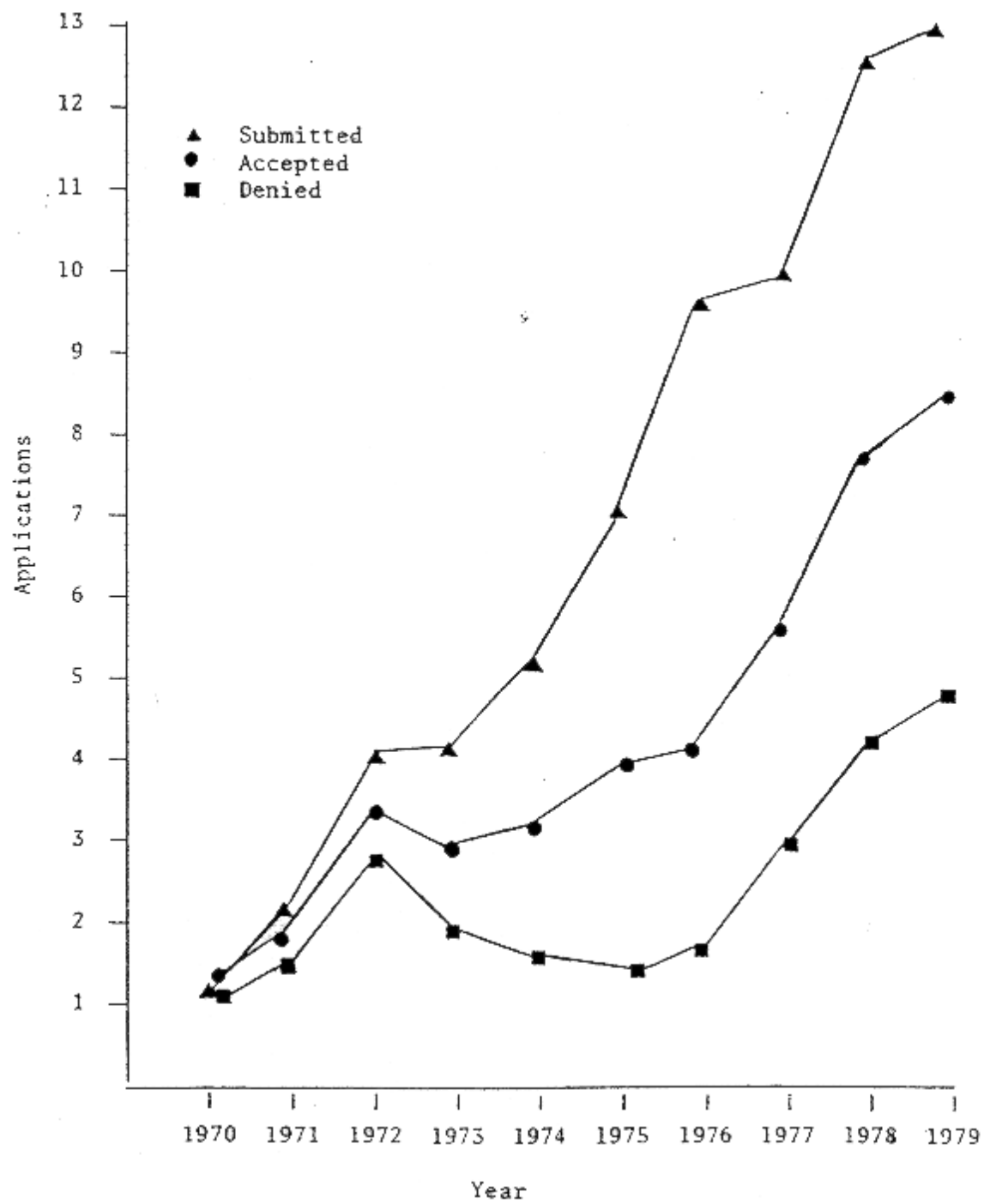
^f n=38.

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THIS SIDE OF THE PAGE MUST BE LEFT BLANK WITH NO PAGE NUMBER

The example Figure 13 on pages 44 and 45 of this manual show how to position the label and description of a figure that fills up the whole page. Note that the page number on page 44 is actually how it should appear (upper left-hand corner) and the page number on the actual figure reverts back to the upper right-hand corner.

Figure 13. Total number of applications submitted, accepted, and denied from 1970 through 1979. Sample data were obtained from the Jiffy Baby-Sitting Agency.



Example of a figure with the label and the description positioned on the same page as the figure.

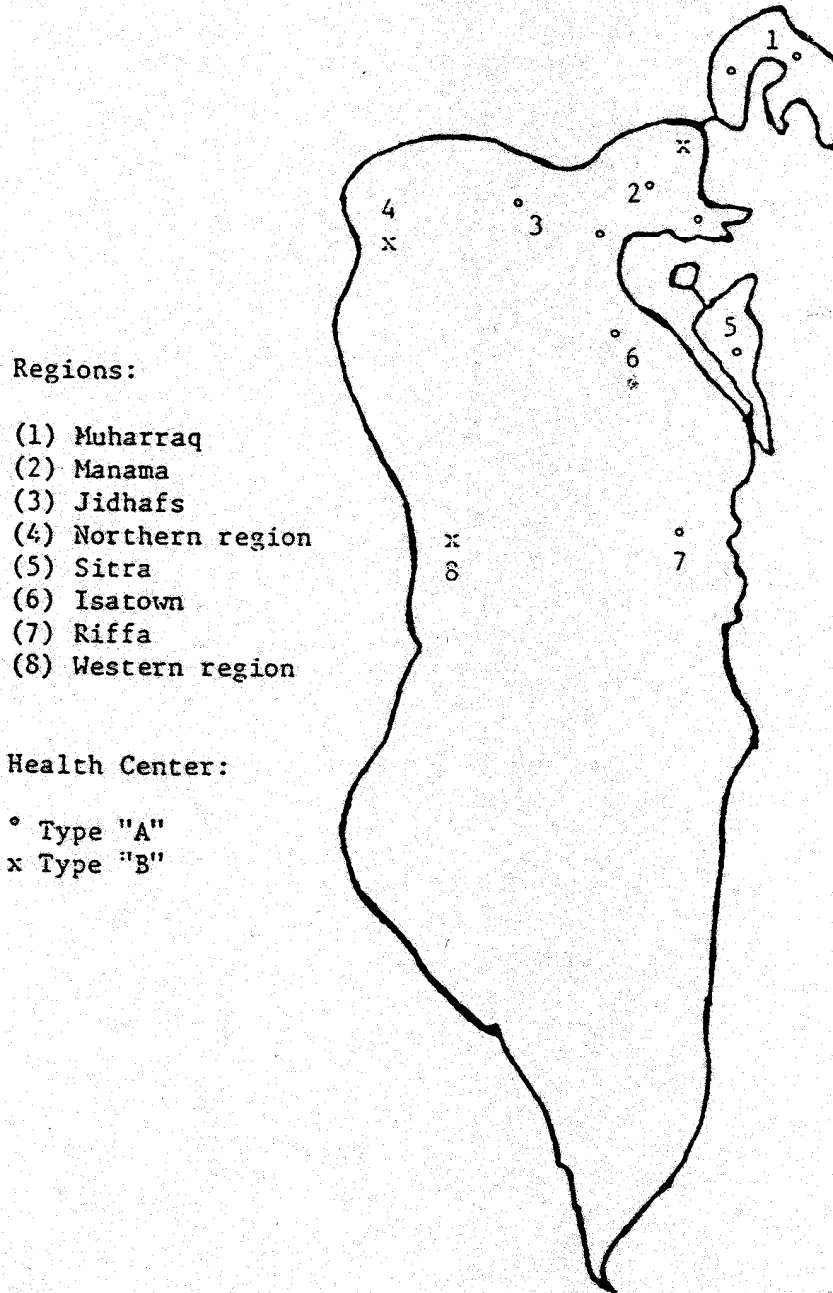


Figure 2. Regions and health centers used for the study.

Example of a figure oriented landscape on the page.
Note the position of the page number (see actual page number on this page).

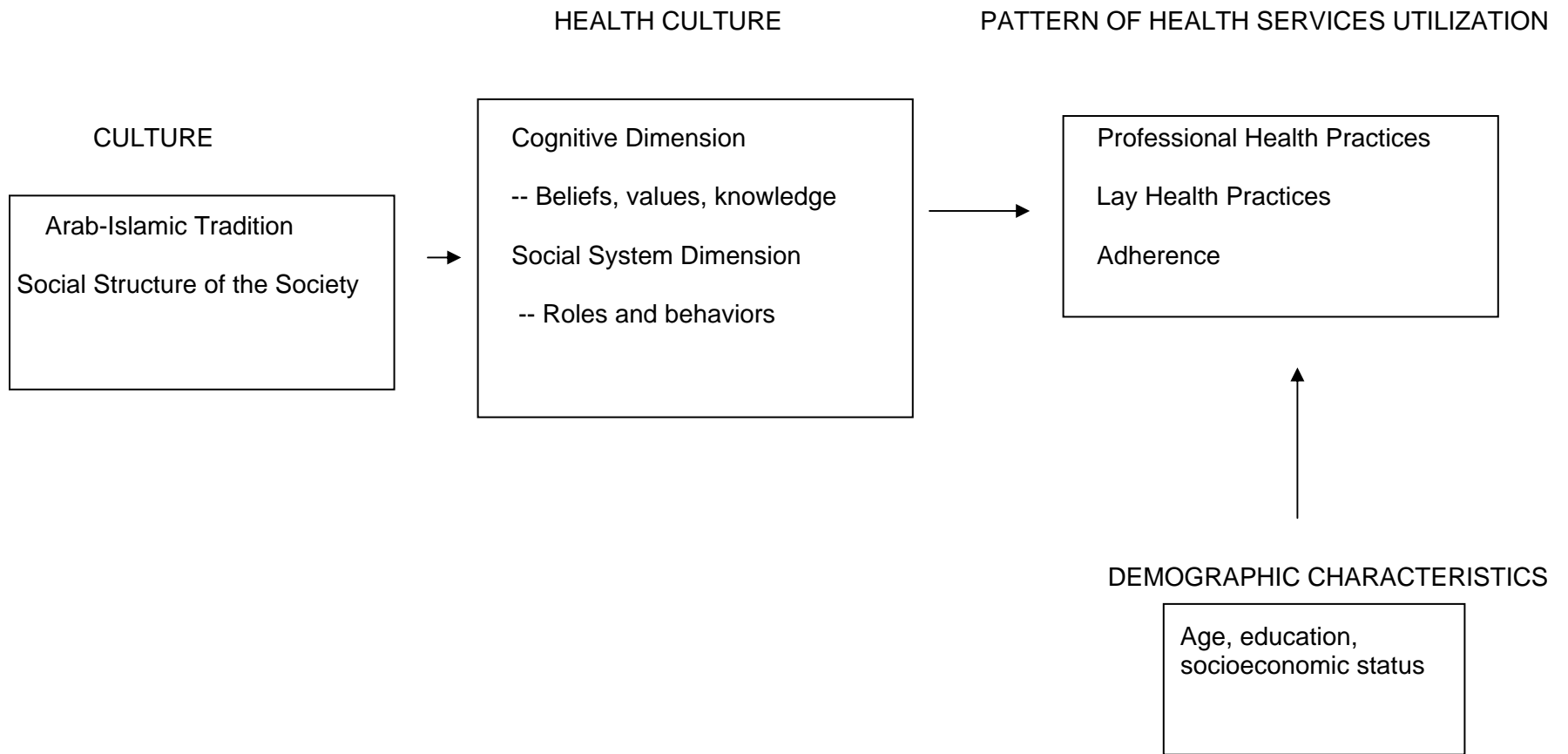


Figure 1. The conceptualization underlying the study of health and illness cognition of Bahraini women.

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CITED LITERATURE EXAMPLE (type) TWO

CITED LITERATURE

1. Billingham, R.E., and Silvers, W.K.: Melanocytes of mammals. *Quart. Rev. Biol.*, 35: 1-40, 1960.
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NOTE: The first page of the chapter or major section should be numbered in the center of the bottom of the page. Two blank lines (a double space) minimum must appear between the text and the page number.

Thesis page number (Arabic numerals) placed here.

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ABSTRACTS: McNicholas-Simons, J., and Hulett, F.M.: Electron microscopic localization of
the alkaline phosphatase(s) in Bacillus licheniformis. Abstr. Annu. Meet. Am.
Soc. Microbiol. J1, p. 143, 1975.

McNicholas, J.M., Eskinazi, D., Leary, A., and Knight, K.L.: Immunoglobulins of
rabbit lymphoid cells. Fed. Proc. 37: 1538(#1726), 1978.

PUBLICATIONS: McNicholas, J.M., and Hulett, F.M.: Electron microscope localization of alkaline
phosphatase(s) in Bacillus licheniformis. J. Bacteriol. 129: 501-515, 1977.

McNicholas, J.M., Watkins, J.R., and Knight, K.L.: Functional studies of rabbit
lymphoid cells with a monoclonal anti-T antibody. J. Immunol. 122: 469-474,
1979.

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the text and the page number.

Thesis page number (Arabic numerals) placed here.

EXAMPLE OF ABSTRACT FORMAT - DOCTORAL CANDIDATES ONLY.

The abstract is not part of the dissertation. It should be submitted separately, with the dissertation. Thesis title, author name, department and year must match the information on the title page of the dissertation exactly.

DO NOT TITLE THIS PAGE "ABSTRACT."

DO NOT PAGINATE THE ABSTRACT.

ACTUAL TITLE BEGINS 1" FROM TOP. MAXIMUM LENGTH OF 350 Words or 2,450 CHARACTERS, INCLUDING SPACES AND PUNCTUATION (APPROXIMATELY 35 LINES OF TEXT).

**Assessment of Bahraini Women's Health
and Illness Cognitions and Practices**

Fariba Abdulwahab Al-Darazi, Ph.D.
Department of Nursing Sciences
University of Illinois at Chicago
Chicago, Illinois (1986)

Dissertation Chairperson: *(type your Chairperson's name here)*

Bahraini women's health beliefs and practices pertinent to the periods of pregnancy, postpartum, and infancy were examined. An assessment tool directed at identification of Bahraini women's health practices and perceptions was developed.

A total of 133 interview questions for the questionnaire were sequenced chronologically from pregnancy through infant care. The questionnaire consisted of six subparts in addition to the demographics category. A probability sampling (stratified proportionate) procedure was used to select the 181 respondents. Face-to-face interviews were conducted by the investigator and trained nurses at respondents' homes using the structured questionnaire.

The findings revealed that the Bahraini women use both lay health practices and practices advocated by the health professionals to maintain and to restore health. Overall, the use of lay health practices was higher among Bahraini women who were less educated, not working outside the home, and living in extended families within large households, and located in rural areas. However, the use of certain lay health practices, such as the restriction of water intake during postpartum, was higher among educated Bahraini women.

**DO NOT PAGINATE THE ABSTRACT.
THE ABSTRACT IS NOT INCLUDED IN THE DISSERTATION.**

SAMPLE LETTER SEEKING PERMISSION TO REPRINT COPYRIGHT MATERIAL

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I am writing to request permission to use the following material from your publication (*Title, Date of Publication, etc.*) in my thesis. This material will appear as originally published (*or with changes noted below*). Unless you request otherwise, I will use the conventional style of the Graduate College of the University of Illinois at Chicago as acknowledgment.

Additional remarks may be included here for clarity

A copy of this letter is included for your records. Thank you for your kind consideration of this request.

Sincerely,

[Your name]

[Your address]

The above request is approved.

Approved by: _____ Date: _____

HELPFUL INFORMATION FOR COMPLETION OF GRADUATION

The last few terms before graduation are extremely busy and hectic for graduate students. Typically, you are finalizing research on the thesis, writing and formatting the thesis, and encountering a maze of bureaucratic forms, policies and procedures. This page is meant to lessen some of the anxiety by summarizing the major events of which you need to be aware. You will also need to contact your program for any additional requirements they may have. The order is somewhat chronological, although there may be differences in individual cases. It is assumed that you are at the stage where all or most of your course hours are completed, you have had your thesis proposal approved, and, for doctoral students, have passed the Doctoral Preliminary Examination.

Committee Approval

The **Committee Recommendation Form** should be completed and submitted to the Graduate College at least three weeks in advance of proposed defense date. Typically, your program will complete this form and send it to the Graduate College for approval; therefore, you must verify with your program your name and title of the thesis as it is to appear on the thesis. The Graduate College will use this information to prepare your **Examination Report** and **Certificates of Approval** (red bordered pages), after approval of your committee is finalized. The **Certificate of Approval** is the first page of the thesis, and your title page must match the information exactly (name and thesis title). See pages 2, 4, 20, and 25.

Apply for Graduation

The **Intent to Graduate** is an online process and must be submitted by the end of Friday of third week (second week in summer) of the term of graduation. The **Intent to Graduate** can be accessed through <https://grad.uic.edu/cms/?pid=1000363>, or <http://osssorawebprod2.admin.uillinois.edu/webforstudent/academics3.asp>. Note that the deadline to apply for graduation is earlier than the deadline to submit your thesis to the Graduate College. See pages 2 and 19.

Defense of Thesis

After successfully defending the thesis, the **Certificates of Approval** are endorsed and given to the student for inclusion in the thesis. The **Examination Report** form must be sent from your program to the Graduate College within forty-eight hours of the defense. If you, the student, are given the **Examination Report** to bring to the Graduate College, do not include within the body of the thesis. After the successfully defended final thesis is complete, the format is approved by the advisor/department. The **Department/Program Format Approval** form must be completed and brought with the thesis to the Graduate College. See pages 1, 2, 4, 15, 18, 21, 22, and 23.

Submission of Final Thesis to Graduate College

After you have successfully defended and your department has approved the format of your final version, two copies of the thesis (including the **Certificates of Approval**) must be submitted to the Graduate College by the deadline (see <http://grad.uic.edu/cms/?pid=1000222>). The thesis should be placed in two 10" x 13" (or larger) manila envelopes. See pages 1, 2, 15, 16, and 18.

Master's candidates must include two extra copies of the title page and the endorsed **Departmental/Program Format Approval Form**. When you submit the material to the Graduate College you will be asked to complete two self-adhesive **Thesis/Dissertation Student Information Labels**, which you will put on the front of the two manila envelopes holding your thesis, or you may pick-up the labels earlier. See pages 1, 2, 4, 5, 18, 21, 22, 23, and 24.

Doctoral candidates must include three extra copies of the title page, the endorsed **Departmental/Program Format Approval Form**, and the separate abstract. In addition, a photocopy of the receipt for the publishing fee (you pay a \$65 for traditional or \$160 for open access publication, subject to change, at the cashier in the Marshfield Building), the **Dissertation Publishing Agreement** (including any optional payments for copyright and/or ordering bound copies of the dissertation - note that the information in sections A4 and A5 must be completed even if not ordering or copyrighting – see pages 16 and 17) must be submitted with the dissertation. The **Survey of Earned Doctorates** is optional, but you are encouraged to complete the form, as the information is confidential and aids with developing policy, programs and placement. All of this material is put in the third manila envelope required for doctoral candidates. The **Dissertation Publishing Agreement** and the **Survey of Earned Doctorates** may be picked up in the Graduate College a few weeks in advance of submission and are also available as pdfs at <https://grad.uic.edu/cms/?pid=1000363>. When you submit the material to the Graduate College you will be asked to complete three self-adhesive **Thesis/Dissertation Student Information Labels**, which you will put on the front of the three manila envelopes holding your thesis/other material, or you may pick-up the labels earlier. See pages 1, 2, 4, 5, 6, 16, 17, 18, 21, 22, 23, and 24.

You will be contacted with a deadline to submit any corrections to format or missing items. See pages 1 and 18.

CHECKLIST (T) FOR COMPLETION OF GRADUATION - Masters Candidates (thesis option)

- _____ Apply for graduation for term during the term registration period, through the third week (second week in summer) of the term. The **Intent to Graduate** is online and available at <https://grad.uic.edu/cms/?pid=1000363>, or through Web for Student at <http://osssorawebprod2.admin.uillinois.edu/webforstudent/academics3.asp>, or the Student Self-Service at <https://apps.uillinois.edu/>
- _____ Finalize any issues with formation of Defense Committee with department
- _____ Verify with department that my preference for my name and thesis title are correctly typed on the **Committee Recommendation Form**
- _____ Verify with department that they submit the **Committee Recommendation Form** to the Graduate College a minimum three weeks before proposed defense date
- _____ After successful defense, verify that the **Examination Report** and the **Certificates of Approval** are endorsed by the Chairperson, Department Head, and members of the committee
- _____ Obtain fully endorsed **Certificates of Approval** from department (**Examination Report** is sent to the Graduate College by your program within forty-eight hours of defense)
- _____ Submit final defended thesis to thesis advisor or departmental designee for format approval, making any corrections as they may indicate
- _____ Obtain endorsed **Departmental/Program Format Approval Form** after format cleared by program
- _____ Place the **Certificates of Approval** as the top page of each thesis
- _____ Make two additional copies of the title page, totaling four, counting the two in thesis
- _____ Place the two copies of completed, final thesis (with **Certificates of Approval**) into individual manila envelopes
- _____ Bring two copies of thesis (with **Certificates of Approval**) in manila envelopes to the Graduate College, by the submission deadline – see <http://grad.uic.edu/cms/?pid=1000222>. Also bring the two extra title pages, and **Departmental/Program Format Approval**
- _____ Upon submission of above material to the Graduate College, complete two **Thesis/Dissertation Student Information Labels** and affix to the front of both manila envelopes (or pick up earlier and affix)
- _____ If contacted for corrections to thesis, bring them to the Graduate College by deadline given by reviewer
- _____ A few weeks after the term ends and grades are posted a congratulatory letter will be received, assuming all requirements are completed, or notification of a problem

CHECKLIST (T) FOR COMPLETION OF GRADUATION - Doctoral Candidates

- _____ Apply for graduation for term during the term registration period, through the third week (second week in summer) of the term. The **Intent to Graduate** is online and available at <https://grad.uic.edu/cms/?pid=1000363> , or through Web for Student at <http://osssorawebprod2.admin.uillinois.edu/webforstudent/academics3.asp>, or the Student Self-Service at <https://apps.uillinois.edu/>
- _____ Finalize any issues with formation of Defense Committee with department
- _____ Verify with department that my preference for my name and thesis title are correctly typed on the **Committee Recommendation Form**
- _____ Verify with department that they submit the **Committee Recommendation Form** to the Graduate College a minimum three weeks before proposed defense date
- _____ Write an abstract of the dissertation (see pages 6 and 51) – do not include within body of dissertation
- _____ After successful defense, verify that the **Examination Report** and the **Certificates of Approval** are endorsed by the Chairperson, Department Head, and members of the committee
- _____ Obtain fully endorsed **Certificates of Approval** from department (**Examination Report** is sent to the Graduate College by your program within forty-eight hours of defense)
- _____ Submit final defended dissertation to thesis advisor or departmental designee for format approval, making any corrections as they may indicate
- _____ Obtain endorsed **Departmental/Program Format Approval Form** after format cleared by program
- _____ Place the **Certificates of Approval** as the top page of each dissertation
- _____ Make three additional copies of the title page, totaling five, counting the two in dissertation
- _____ Place the two copies of completed, final dissertation (with **Certificates of Approval**) into individual manila envelopes
- _____ Pay the \$65 (for traditional) or \$160 (for open access) publishing fee, subject to change, at the cashier in the Marshfield Building and photocopy receipt for inclusion with submitted dissertation to the Graduate College
- _____ Pick up **Dissertation Publishing Agreement** and **Survey of Earned Doctorates** from Graduate College or at <https://grad.uic.edu/cms/?pid=1000363>
- _____ Complete **Dissertation Publishing Agreement** (mandatory) and **Survey of Earned Doctorates** (optional, but completion is greatly appreciated)
- _____ Obtain certified check or money-order for copyright (optional) and/or for ordering bound copies of dissertation (optional – see **Dissertation Publishing Agreement**)
- _____ Bring two copies of dissertation (with **Certificates of Approval**) in manila envelopes to the Graduate College, by the submission deadline – see <http://grad.uic.edu/cms/?pid=1000222>. Also, bring the three extra title pages, separate abstract, the **Departmental/Program Format Approval Form**, the photocopy of the microfilm fee receipt, **Dissertation Publishing Agreement** with any certified check(s) or money-order(s) for copyright and/or for ordering bound copies of dissertation, and the **Survey of Earned Doctorates** (optional). All of these miscellaneous pages should be placed in a third manila envelope.
- _____ Upon submission of above material to the Graduate College, complete three **Thesis/Dissertation Student Information Labels** and affix to the front of the three manila envelopes (or pick up earlier and affix)
- _____ If contacted for corrections to the dissertation, bring them to the Graduate College by deadline given by reviewer
- _____ A few weeks after the term ends and grades are posted a congratulatory letter will be received, assuming all requirements are completed, or notification of a problem

NOTES